

Curriculum Vitae

Personal Information

Name: Mithila Farzana

Address: Gopalpur, Pabna Sadar

Contact Platforms: Facebook, Instagram

Career Objective

To obtain a position as an Online Page Moderator where I can use my communication skills, attention to detail, and social media knowledge to manage page activities effectively and build a positive relationship with followers.

Educational Qualification

- Higher Secondary Certificate (H.S.C) — Passed
- Bachelor of Arts (Honours) — 2nd Year Student

Skills

- Experienced in managing Facebook pages and groups
- Skilled in Instagram post management and content handling
- Efficient in posting, formatting content, and replying to comments
- Fluent in both Bengali and English communication
- Fast typing speed (Bengali and English)
- Good understanding of social media trends

Language Proficiency

- Bengali: Excellent
- English: Good

Hobbies & Interests

- Social media management
- Creating online content
- Writing and digital communication

Expected Salary: Negotiable (based on work type and responsibility)