

Curriculum Vitae



Personal Information

Name: JeweliChakma
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Career Objective

To build a successful career as a Facebook Page Moderator, where I can use my communication skills, social media experience, and dedication to maintain a positive online environment and ensure the smooth operation of the page.

Work Experience

OnlineSales(Freelance)-2019-2022
- Manage product promotion and a little bit of body text inquiries online - Maintain sales record and handle customer feedback - Support in online marketing and social media campaigns

Educational Qualification

SSC (Secondary School Certificate)
Institution: Rani Dayamoyee High School
Year: 2019
GpA: 3.17

HSC (Higher Secondary Certificate)
Institution: Rangamati Govt. Mohila College
Year: 2021
GpA: 3.83

Skills

Excellent communication and writing skills (Bangla & English)
Strong knowledge of Facebook page management and moderation
Experienced in replying to messages and managing customer interactions
Basic computer and smartphone skills
Ability to work under pressure and handle multiple tasks

Declaration:

I hereby declare that all the information given above is true to the best of my knowledge and belief.