

Resume - Mst. Salma Akter (Tanisha)

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### **Career Objective**

Dedicated and motivated individual with experience in social media moderation and customer service. Currently pursuing a diploma in Computer Science and working as an intern in Graphic Design. Seeking Facebook Page Moderator where I can utilize my communication and digital management skills to con

### **Work Experience**

#### 1. Facebook Page Moderator - Planet Motors (2019-2020)

- Managed Facebook page posts, comments, and messages.
- Maintained page engagement and ensured positive audience interaction.
- Reported page activity and handled customer inquiries efficiently.

#### 2. Sales Executive BishwoRang Showroom (1.5 Years)

- Assisted customers in selecting products and managing sales transactions.
- Ensured customer satisfaction and maintained inventory updates.

### **Education**

Diploma in Computer Science

Institution: Rangpur Polytechnic Institution, Rangpur.

Status: Ongoing - Internship in Graphic Design ( Inspired IT)

### **Skills**

- Facebook Page Moderation
- Customer Support

- Social Media Engagement
- Canva & Graphic Design
- Basic Computer Operations
- Communication & Teamwork

### **Languages**

Bengali (Native), English (Good Communication)

*Salma akter*

Signature