

FARIA JAHAN SINTHIA

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Career Summary

Physics graduate with strong communication, analytical, and presentation skills seeking to build a career in the banking and corporate sector. Skilled in customer communication, Microsoft Office, teamwork, data handling, and professional presentation. Fluent in Bangla and English (**IELTS 7.0**) with the ability to adapt quickly and work effectively in target-driven environments.

Career Objective

Aspiring to secure a challenging role in any corporate sector where I can apply my analytical, research, and technical skills to contribute effectively to organizational growth, while continuously developing professional expertise.

Core Competencies

- Customer Communication & Relationship Management
 - Sales & Marketing Communication
 - Microsoft Office (Word, Excel, PowerPoint)
 - Presentation & Reporting Skills
 - Teamwork & Collaboration
 - Data Handling & Documentation
 - Problem Solving & Analytical Thinking
 - Time Management & Multitasking
 - Leadership & Event Coordination
 - Professional Communication
 - Graphic Design (Adobe Illustrator & Photoshop)
 - Adaptability & Quick Learning
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Academic Qualification

- **Master of Science (M.Sc.) in Physics** – Comilla University; CGPA: 3.55 out of 4 in 2023
- **Bachelor of Science (B.Sc.) in Physics** – Comilla University; CGPA: 3.32 out of 4 in 2022
- **Higher Secondary Certificate (HSC) in Science** – University Laboratory School & College, Dhaka Board; GPA: 4.25 out of 5 in 2018
- **Secondary School Certificate (SSC) in Science** – University Laboratory School & College, Dhaka Board; GPA: 4.83 out of 5 in 2016

Academic Research Project

M.Sc. Research Project – Comilla University

Title: Effects of V_2O_5 Additives on Structural and Electromagnetic Properties of Ni–Zn Ferrites.

- Conducted research involving data analysis, report preparation, and presentation of findings.
- Developed analytical and problem-solving skills through research activities.
- Prepared research reports and presented findings to academic supervisors.

Training & Workshop

- **Graphics Design (Level 3)** – Cumilla Technical Training Centre (01-01-2025 to 31-03-2025)
Completed an advanced course in graphic design covering visual communication, design principles, and practical use of **Adobe Illustrator** and **Photoshop**. Developed skills in content creation, poster and presentation design, and branding for academic and freelance projects.
- **Korean Language** – Cumilla Technical Training Centre (02-05-2025 to 31-08-2025)
Learned basic conversational Korean, reading, and writing. Developed cross-cultural communication skills and understanding of Korean language structure, enhancing potential for international collaboration or work opportunities.
- **Computer Operation Trade Course** – Azimpur Estate Janakallan Samity (01-03-2021 to 31-05-2021)
Gained proficiency in computer operations, including **MS Office** (Word, Excel, PowerPoint), typing, data entry, and basic IT troubleshooting. Applied knowledge in academic assignments, presentations, and administrative tasks efficiently.

Extracurricular Activities & Projects

- **Physics Club, Comilla University** (01-02-2019 to 31-12-2022)
Actively participated and contributed to the Physics Club, organizing seminars, workshops, and academic events for students. Coordinated team projects and competitions to promote scientific knowledge and peer learning. Developed leadership, event management, and teamwork skills through planning and executing multiple initiatives.

Other Skills

- **Soft Skills:** Strong communication and interpersonal skills, critical thinking, problem-solving ability, teamwork and collaboration, time management, adaptability, and professionalism in academic and project-based environments.
- **Technical Skills:** Proficient in Microsoft Office (Word, Excel, PowerPoint), data handling and presentation design, basic research analysis, graphic design tools (Adobe Illustrator, Adobe Photoshop), and computer operation with strong typing and documentation skills.
- **Language Skills:** Bangla – Native Proficiency, English – Professional Working Proficiency with **IELTS overall band 7.0**, capable of writing reports, formal correspondence, and presentations; **Hindi** – Conversational; **Korean** – Basic working proficiency with ability to handle simple communication and understanding.

Personal Information

- Date of birth: 14 December 1999
- Permanent Address: Krishnapur, Suaganj, Sadar Dakshin, Cumilla-3504

References

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