



## Contact Me

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🏠 Vill: Harualchari, Post: Uttar Padua  
Rangunia, Dist: Chattogram

## Education

### Bachelor of Business Studies (BBS) Business Studies

Govt. Commerce College

Passing Year: 2024

CGPA: 2.54 (out of 4.00)

### Higher Secondary Certificate (HSC) Business Studies

North Satkania Zafar Ahmed

Chowdhury Degree College

Passing Year: 2017

GPA: 3.33 (out of 5.00)

### Secondary School Certificate (SSC) Business Studies

Morfala R.M.N High School

Passing Year: 2015

GPA: 3.67 (out of 5.00)

## Languages

Bangla : Native

English : Excellent

# TASFIA ALAM CHOWDHURY

## Objective

To pursue a career in a reputed organization that offers opportunities for self-development and career advancement. To work effectively under pressure in a professional and dynamic environment, while striving for the highest level of professionalism and efficiency to meet the challenges of the 21st century.

## Experience

### Receptionist

Jan 2022 to Aug 2024

Doctor's Hospital Chittagong

#### Job Responsibilities

- Handle reception duties, including answering phones and greeting visitors.
- Schedule and manage patient appointments efficiently.
- Maintain accurate records of patient appointments and information.
- Provide administrative support to the medical staff as needed.
- Assist patients with inquiries regarding appointments and services.
- Ensure the reception area is organized and welcoming for patients.
- Coordinate communication between patients and medical staff effectively.
- Manage patient flow in the waiting area to ensure smooth operations.

### Assistant Teacher

Jan 2020 to Dec 2021

Talent palace school and College

#### Job Responsibilities

- Assist lead teachers in preparing lesson plans and delivering classroom instruction.
- Support students in understanding lessons and completing assignments.
- Monitor student progress and provide individualized guidance as needed.
- Help maintain discipline and a positive learning environment in the classroom.
- Assist with grading exams, assignments, and providing feedback to students.
- Participate in parent-teacher meetings to discuss student performance.
- Coordinate with other staff members to plan school activities and events.
- Ensure classroom materials and resources are well-organized and available for students.

## Software Skills

MS Word



MS Excel



MS Power Point



MS Access



E-mailing



Internet Browsing



## References

**Khaled Mohammad Ali Babul**

Principle Officer

Grameen Bank

+8801816271699

**Md Kamrul Islam**

Center Manager

Grameen Bank

+88 01879015236

## Strengths

- Collaborate effectively with diverse teams
- Lead teams to achieve goals
- Fully engage in active listening
- Maintain a high attention to detail
- Resolve issues with effective solutions

## Personal Information

Father's Name: Md. Ohidul Alam Chowdhury

Mother's Name: Shirin Akter

Permanent Address: C/O:GolamMostafaChowdhury,  
Bari,Vill: Moishamura, P.O: Morfala Bazar, P.S: Satkania,  
Dist.: Chattogram

Nationality: Bangladeshi

Religion: Islam

Date of Birth: 10th Aug, 1999

Sex: Female

Marital Status: Unmarried

## Declaration

I am eager to apply my academic and professional knowledge to contribute to the success of your organization.



Tasfia Alam Chowdhury