

Curriculum Vitae of

Tanzila Akter



+8801765-110618



**Village : Garakhali, Post: Islamabad ,
P.S: Patuakhali Sadar, Dist: Patuakhali.**

CAREER SUMMARY:

I am looking for a challenging position where I can best use my education, skills, competencies and potentialities to ensure the growth of my career by creating value for the institution. I'm a very quick learner and hardworking tech guy who just love his work.

KEY COMPETENCY:

- ✪ Self-motivation, dedication, timeliness, and accuracy are the margins of my works.
- ✪ I am able to cope with any rational change and ready to deal any difficult assignment.
- ✪ Strong communication skills with the ability to build effective relationships.

EDUCATION QUALIFICATION:

NAME OF DEGREE	Bachelor of Social Science (BSS)
University	Open University
Degree	BSS
Passing Year	2020
Result (Out of 4.00)	3.19

NAME OF DEGREE	Higher Secondary School (HSC)
Board	Barisal
Institute Name	Syed Azizul Haque College
Group	Business Studies
Passing Year	2013
Result (Out of 5.00)	4.80

NAME OF DEGREE	Secondary School Certificate (S.S.C)
Board	Barisal
Institute Name	Habibpur Secondary Girl's School
Group	Business Studies
Passing Year	2011
Result (Out of 5.00)	4.38

EXTRA CURRICULAR ACTIVITIES:

- Good Communication Skills
- Capable of adapting in any type of environment
- Good Organizing capacity
- Able of work in any Condition

LANGUAGE SKILL:

Fluent in Bangla & working knowledge in English.

COMPUTER SKILL:

Conversant with the following operating system and other packages mentioned below:

- ⇒ MS. Word, Excel, Power Point, Access (Creating with database)
- ⇒ Computer Hardware.
- ⇒ Internet & E-mail Usage.

Working Experience:

Organization : Family Planning (Project)
Designation : PPV
Location : Matherbunia, Patuakhali.
Duration : 07 Years

Organization : Care Bangladesh
Designation : NSV
Location : Matherbunia, Patuakhali.
Duration : 02 Years

PERSONAL INFORMATION:

Name : **Tanzila Akter**
Father's Name : Md. Kholilur Rahman Hawlader
Mother's Name: Runa Begum
Permanent Address: Village : Garakhali, Post: Islammabad
P.S: Patuakhali Sadar, Dist: Patuakhali
Date of Birth: 01.03.1996
Blood Group: O+
Marital Status: Married
Religion : Islam
Nationality : Bangladeshi (By Birth)
National ID No : 420 561 7659

ACKNOWLEDGMENT:

I do hereby declare that the above information is true and correct to the best of my knowledge. I understand that any willful misstatement described here in may lead to my disqualification.

Thanking you

Date :

Signature