

CURRICULUM VITAE

Jannatul Ferdous

Mirboxtula, Sylhet.

Contact No: +8801838081703

Email- Jannatul969740@gmail.com



CAREER OBJECTIVE

To obtain a responsible position through which I utilize my knowledge, enhance my skills as well as acquire the ability to face high levels of challenges, and get myself provided with varied experience and at the same time I would like to contribute my best to the organization.

EDUCATIONAL PURSUITS

► **Diploma In Engineering:**

- ✿ Institute : Suranjit Sen Gupta Polytechnical Institute
- ✿ Course Duration : 4 Years
- ✿ Board : Bangladesh Technical Education Board, Dhaka
- ✿ Roll No : 372034
- ✿ Passing Year : 2020
- ✿ Result : GPA- 3.44 out of 4.00

► **Secondary School Certificate (S.S.C)**

- ✿ Institute : Aralia Bazar High School, Jagannathpur
- ✿ Group : Humanities
- ✿ Board : Sylhet
- ✿ Passing Year : 2016
- ✿ Result : GPA- 3.22 out of 5.00

KNOWLEDGE

- ✓ Efficiency in speaking & writing both Bangla and English languages.
- ✓ Good interpersonal communication and Presentation skills.

EXPERIENCE

- I have been working as a **Receptionist and Salesman** at **S.O.S (Secret of Style)** since November 2024.
- I have experience as a **Receptionist** at Lear 3 Call Centre, for 6 Months.
- I have experience as a **Receptionist** at Khaima Clinic, Derai, for 4 Months.
- I have experience as a **Receptionist** at AD Armani Dental Care, Mirboxtula, for 2 Years.

INDUSTRIAL ATTACHMENT

Organization : Global IT & Language Institute
Location : Farmgate, Dhaka
Duration : 03 Months

ENGLISH SKILL

Organization : HEXA`S
Location : Zindabazar, Sylhet
Duration : 03 Months

PERSONAL DETAILS

Name : Jannatul Fedous
Father's Name : Dilwer Hussain
Mother's Name : Jahirun Sultana
Date of Birth : 08-09-1999
Nationality : Bangladeshi (By Birth).
Religion : Islam
Gender : Female
Marital Status : Single
Permanent Address : Vill: Jokinagar, P.O: Gochea Bazar,
P.S: Derai, Dist: Sunamganj.

HOBIES & INTEREST

I am able to work in a team Environment, Reading Newspaper, Traveling, Swimming, Gardening and in Challenging Works.

Declaration

I hereby declare that the information given is correct to the best of my knowledge.

Signature

Jannat

Jannatul Ferdous