

TAMANNA BEGUM

Phone: +8801735290570

Email: tamannaakter0402@gmail.com

Present Address: Jangalpara, Beltia Madrasha, Jamalpur Sadar, Jamalpur



PROFESSIONAL SUMMARY

A recent graduate with teaching experience at a kindergarten school, eager to explore career opportunities in a dynamic organization. Adaptable and quick to learn, with strong communication and teamwork skills. Committed to personal growth, problem-solving, and contributing effectively to organizational goals..

EMPLOYMENT HISTORY

Organization : Joti Ideal Academy
Designation : Assistant Teacher
Duration : February 1, 2022 – Continue

Responsibilities :

- Plan, prepare, and deliver engaging lessons according to the curriculum
- Assess, monitor, and evaluate students' progress and provide constructive feedback
- Maintain classroom discipline and create a positive learning environment
- Develop and prepare teaching materials and resources
- Support students' individual learning needs and provide extra guidance when required
- Communicate regularly with parents/guardians about student performance and development

ACADEMIC QUALIFICATION

Bachelor of Business Administration (B.B.A)

Name of Institute : Govt. Ashek Mahmud College, Jamalpur
Department : Accounting
Duration of Course : 4 Years
Result : 2.94 (Out of 4)
Year : 2022

Higher Secondary Certificate (H.S.C)

Name of Institute : Govt. Bakshigonj Kiamat Ullah College, Jamalpur..
Department : Business Studies
Result : 4.08 (Out of 5)
Year : 2018
Board : Dhaka

Secondary School Certificate (S.S.C)

Name of Institute : Bakshiganj N.M. High School, Jamalpur
Department : Business Studies
Result : 4.44 (out of 5)
Year : 2016
Board : Dhaka

SKILLS & EXPERTISE

• Understanding of accounting principles and financial reporting • Bookkeeping and ledger maintenance • Preparation of financial statements • MS Excel proficiency for data handling	• Strong analytical and problem-solving skills • High attention to detail and accuracy • Classroom management • Lesson planning and delivery
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LANGUAGE PROFICIENCY

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	High	High	Medium

STRENGTHS

- Fast learner with the ability to adapt to new tools and work environments
- Strong integrity and a responsible work ethic
- Capable of performing accurately under pressure and meeting deadlines
- Positive mindset with enthusiasm for taking on challenges
- Well-organized with effective time management skills
- Committed to continuous learning and professional development

PERSONAL INFORMATION

- Father's Name : Md. Mojibar Farazi
- Mother's Name : Julekha Begum
- Date of Birth : January 31, 2000
- Marital Status : Married
- Permanent Address : Vill: Jigatola, P.O-Bakshiganj, P.S: Bakshiganj, Dist: Jamalpur.
- Religion : Islam
- Nationality : Bangladeshi

REFERENCES

Mohammad Ashraful Alam Assistant Professor Govt. Ashek Mahmud College, Jamalpur Email: ashraful406@gmail.com Phone: +8801717213406	Md. Akramul Islam Credit Officer BRAC (Progoti) Email: akramulislamilton67@gmail.com Phone: +8801927518167
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I am keen to continue my career and prepared to work hard in order to achieve my organization objectives and I hereby declare that the information furnished above is true to the best of my knowledge.



Signature