

SURIYA MOTIN TAHMINA

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Intend to work in a challenging competitive environment which will provide me with the opportunity to flourish my talent and to utilize the hidden potentials within myself so that the organization can reap maximum benefit up to the level of satisfaction.

Work Experience

Customer relation Officer

10/2015 to 12/2019

Global Trade Corporation

Sylhet, Bangladesh

- Addressing customer concerns
- Replying customers feedback
- Troubleshooting issues
- Improving relation with customers
- Building and maintaining profitable relationship with key customers

Teacher

12/2020 to 1/2023

Unique Multimedia School, Sylhet, Bangladesh

Sylhet, Manikpir road, bangladesh

- Preparing lesson plans and materials
- Grading tests and homework
- Taking attendance and keeping records
- Monitoring students behaviour and progress

Skills

Leadership

Team work

Communication

Self-motivated

Microsoft word

Microsoft excel

Education

Master's

Islamic History and Culture

Sylhet, Bangladesh

1/2016 to 1/2018