

Iliana D'costa /Iliana Chowdhury

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Photograph
Standard passport
Size, White
Background.
NO FORMAL
SELFIES, PROFILE
PICTURE FROM
FACEBOOK!

Career Statement /Objective

Resourceful individual, having a goal-oriented mindset that leads excellence in multitasking, flexible in any situation and a committed and adaptable candidate have the capacity in effectively fulfilling the responsibilities for the required position.

Education:

Master of Business Administration (MBA)

NORTH SOUTH UNIVERSITY

Major: Human Resource Management

CGPA: 3.00

Bachelor of Business Administration (BBA)

NORTH SOUTH UNIVERSITY

Major: Human Resource Management

CGPA: 3.2

Higher Secondary School Certificate

DHAKA CITY COLLEGE

Group: Commerce

GPA: 4.63

Secondary School Certificate (SSC)

VIQARUNNISA NOON SCHOOL & COLLEGE

Group: Commerce

CPA: 4.44

ACHIVEMENTS: (Academic/ Personal):

If you have any achievements academically, like tuition waiver/ scholarship or academic reward, financial aid OR if you have won any other competitions.

SKILLS:

Technical skills: Rather than mentioning usual things like MS WORD, EXCEL, POWERPOINT, mention something else if you are good at.

Or mention how much efficient you are as a user in those mentioned technical aspects **E.g.:** HR software / Financial Software e.t.c

Analytical skills ability: Different major students may also mention their analytical abilities like, HR Module, Financial modules or tools.

Soft/ Interpersonal skills: if you really have something to mention like, critical thinking, leadership quality, presentation skills, and so on.

EXPERINCES (If any, Professional/ Individual OR Internship):

Designation:

Company Name:

Department:

(January 2, 2018 – January 31st 2018),

Responsibilities:

You can either use the format mentioned or by directly mentioning with the designation you can describe your accountabilities with the organization

EXTRA CURRICULAM ACTIVITIES:

Any **club/voluntary** activities you have done mention those. Remember to describe, what you were in the club, **eg:** general member, or president, which club or organization you have worked with, what was the purpose, what basically you have done.

TRAINING & WORKSHOP (optional)

Name of the training center **OR** the organization you have done the training with.

PROJECTS

Course Name (Course Code)

Title of the project: Describe shortly, any best 2 or 3 of your project

REFERENCE:

i) Mohammad XYZ

Consultant

ABC Company Email:

Official Number:

Shahrukh Amin

ii) Managing Director

EFG Company

Email:

Official Number:

THINGS TO REMEMBER:

1. Font: Arial, Calibri, Times New Roman
2. Font Size: 9/10 OR 11,
for heading 12 will be good enough
3. Spacing: MS word Justified (the usual one) 1.0
4. Narrow margining
5. Writing should be left side justified
6. Do not include page number at your CV
7. Finish your CV within two pages
8. Do not use bullet points and just finish your CV
9. Make it simple and formal
10. DO not use so many colors
11. Always remember the post, organization, country context before writing up your CV.
12. It is not mandatory to follow exactly the same format and talk exactly the way I have mentioned at the SAMPLE CV, but it is important not to limit yourself to write about the things that talk about your qualities.

You are requested to follow:

- a. chronological part at the SAMPLE CV, like what comes after which one, like objective, education , work experience , and so on, and always remember , as a fresher you have more to explain in front of the employer , so talk about your abilities !
- b. Write down your career objective carefully. Within two lines form the objective that talk about your abilities and will work for the organization's vacant position.
- c. At the Project section, you are requested to mention your best 2 or 3 projects that will lead the employer to connect your abilities with the position they are looking for a suitable candidate.
- d. Always remember, a KEY of a good CV is the Mention Vacant Position you are applying for.

YOU ARE SUGGESTED TO MAKE YOUR CV BY FOLLOWING THIS PARTICULAR FORMAT, & DO GET FINAL ADVICE FROM CPC, JOB CONSELOR

**Thank You
Job Counselor**