

Curriculum Vitae

Zikra Tayab

Tayeb House, House No: 39, Road No: 02,
Chamelibag R/A, Islampur, Shahporan, Sylhet.
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Career Objective:

Work with a reputed organization that will provide me the ample opportunity to improve my skills and knowledge to grow along with the organization objectives. As a highly disciplined and hardworking individual, I am looking for a responsible position to gain excellent experiences.

Academic Information:

- BA (hons.) - running
Subject : Economics
Institution : Madan Mohan College, Sylhet.
Session : 2018–2019
- HSC
Group : Science
Institution : Scholarshome Majortila College, Sylhet.
Passing Year : 2017
Board : Sylhet
Result : 4.08
- SSC
Group : Science
Institution : Amberkhana Girls high School and College, Sylhet.
Passing Year : 2015
Board : Sylhet
Result : 4.11

Experiences:

1. **Content Developer** at **The Four Online Group** from November 29, 2020 to March 31, 2021.
2. **SEO Project Manager** at **The Four Online Group** from April 1, 2021 to November 30, 2021.
3. **Content Writer** at **Dorik** from October 16, 2022 to **Present**.

Extra Curricular Activities:

Debating, Anchoring, Painting

Software and Skill:

Software : Microsoft Office
Language : Bangla (Native)
English (Fluent)
Hindi (Moderate)

Digital Marketing : SEO
(Recent Google Algorithm, Keyword Research, Competitor Analysis, Content Management, On-page and off-page SEO)

SMM
(Boost Post and Pages, Create Engaging Copy, Posting schedule and strategy, Facebook, Instagram, Twitter, LinkedIn)

Content Writing

Personal Details:

Father's Name : Md. Tayab Ali
Mother's Name : Aysha Khatun
Present Address : Tayeb House, House No: 39, Road No: 02, Chamelibag R/A, Islampur, Shahporan, Sylhet.
Permanent Address : Tayeb House, House No: 39, Road No: 02, Chamelibag R/A, Islampur, Shahporan, Sylhet.
Date of Birth : April 24, 1997
Gender : Female
Blood Group : A+
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam

References:

Abdul Basit
Lecturer
Department of Islamic Studies
M.C. College, Sylhet.
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Muhammad Amirul Islam
Assistant Professor
Department of Economics
Sylhet Govt. College, Sylhet
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Declaration

I hereby declare that the above information is true to the best of my knowledge.

Zikra Tayab