

Curriculum Vitae

Marzia Mizan Mumu

House 22, Road 2, Dhaka Housing,
North Adabor, Shaymoli, Dhaka-1207, Bangladesh.
Email: mumu.brur@gmail.com
Cell: +8801705116548



Objective

Seeking a position to develop and utilize my academic skills and abilities in a reputed organization that offers professional growth while being resourceful, innovative and flexible. I am hard working, punctual, self-motivated, co-operative, energetic, and can work under pressure.

Education

- **Bachelor of Business Administration:** June 2015 to November 2018
Department of Management Studies,
Begum Rokeya University, Rangpur, Bangladesh
CGPA- 3.49 out of 4.00
- **Higher Secondary Certificate:** Session (2011-2012), Examination 2013
From Group of Business Studies,
Rani Bhawani Govt. Women College, Natore, Bangladesh.
GPA- 5 out of 5
- **Secondary School Certificate:** Session (2009-2010), Examination 2011
From Group of Business Studies,
Natore Govt. Girl's High School, Natore, Bangladesh.
GPA- 5 out of 5

Employment History

Duration: 13th October 2019 to Still now

Position: TSO (Trainee Sales Officer)

Company: Mutual Trust Bank Limited, MTB tower (Card Division) Kawran bazar,
Dhaka, Bangladesh.

Major Job Responsibilities:

- ☐ Identify potential clients and achieve sales target.
- ☐ Maintain strong customer relationship with both existing & potential customers and provide good customer service.
- ☐ Carry out credit assessment of potential customers.
- ☐ Remain aware of retail products (Credit Cards) and their features.
- ☐ Arranging customers through phone calls and making conference about retail products.

Internship

Company: Modhumoti Bank Limited, 75 Avenue, Gulshan-1, Dhaka 1212, Bangladesh.

Working Area: General Banking activities, clearing cheques, handling customers, Letter of Credit application noted & posted in Foreign Trade department, Loan register maintaining, Incoming & outgoing files maintaining.

Duration: 26th November 2018 to 26th February 2019.

Skills Profile

Computer Skills:

- Microsoft Office, Microsoft power point, Microsoft power point, Internet browsing.

Communication Skills:

- Able to communicate effectively through oral presentation using the power-point.
- Have gained knowledge in different types of academic writing, example: Report writing and memo-writing.
- Fluent in speaking and writing in English, Bangla and Hindi.

Organizational Ability:

- Able to organize any project work within the deadline.

Time-Management Skills:

- Develop the project work within the time.
- Ability to accomplish assignments within deadline.

Team Skills:

- Have worked with diverse teams, in task groups in assignments and equal opportunities.

Personal Details

Date of Birth : 28th July, 1996
Father's Name : S.M. Mizanur Rahaman
Mother's Name : Irin Parvin
Blood Group : O+
Nationality : Bangladeshi
Religion : Islam
Marital Status : Married

Training Courses Attended

- ☐ **Computer Training** under Jatiyo Mohila Sangstha (**Ministry of Women and Children Affairs**).
- ☐ Professional training on banking sales development system.

Declaration

I state that in accordance with my acquaintance and certainty this resume correctly describes my qualifications and me in the approved manner.

Sincerely

(Marzia Mizan Mumu)

References

1) Md. Sadrul Islam Sarker

Assistant professor
Head of the Department
Department of Management Studies
Begum Rokeya University, Rangpur
Email: sunnyru7244@gmail.com
Contact No: +8801719395164

2) Md. Masud Rana

Associate Professor
Department of Management Studies
Begum Rokeya University, Rangpur
Email: masud_brur@yahoo.com
Contact No: +8801716157873