

Ummey Haney Hossain Chowdhury
Chawakbazar Rasulbag A block, Chittagong
01866606640/01842800849

Height:5.3 Weight: 62

Jun 11/10/2022

Address to UK University representatives-AHZ Associates -Bangladesh
Applying for Compliance Officer

Assalamualaikum dear sir/mam.

I am Ummey Haney. I informed that your Organization give opportunity. & I am interested in applying for Compliance Officer post of your vacant positions. I Also completed Post Graduation From port city international university. I am confident that with my skill & experience I can do a great job in your company /organizations. & I Am also a first learner. I am also waiting to do extra work so that I can gain extra experience.

I think I am very flexible and adaptive to learning new things. I am sure I will be able to contribute something capable for the growth of the company. My last project in Operations has taught me how to be a team player, and work in unison.

As a candidate I have several years of experience as a customer service & assistant hr Counsellor role & I believe I am well-qualified to meet the needs of your company.

I developed a personal but professional relationship with each of my employees. As many of them were high school and college students, they looked to me as a mentor. I believe that developing a strong relationship with employees makes them more productive and responsible.

Sincerely,

Ummey Haney Hossain Chowdhury Mahin

Ummey Haney Hossain Chowdhury Mahin



Contact Me

Mobile

01938207196

E-mail

mahihossain38@gmail.com

Address

Rasulbag A Block Chawakbazar
Chittagong

Birth Date

03/Nov/1996

Skills

Ms word, power point, presentation skills, Ms Xcel.

Summary

- 1.Excellent customer service, team leadership, marketing, and time management skills.
- 2.Customer service professional committed to balancing company goals while helping all customers find satisfactory solutions.
- 3.Resourceful problem solver who is adept at remaining calm in stressful situations and effectively assisting a variety of customers.

Education

2020 - 2021
Port City International University
MBA IN HRM

2016 - 2019

Languages

English, Bangla, Hindi

Interest

Music, Travelling

References

Mushfiq Ibn Mubarak
Number: +8801617533844
Senior executive Redx



linkedin.com/home?originals
ubdomain=bd



facebook.com/megh.balikq.3

Port City International University

BBA IN HRM

2013 - 2014

City Commerce College

HSC

2010 - 2012

Chittagong Residential School & College

SSC

Experience

2018 - 2020

Genex Infoyses Ltd

Customer Service Executive

Improving Customer Experience.
Positive Attitude.
Bilingual Customer Support.
Time Management.
Interpersonal Skills.
Complaint Resolution.
Communication.

2021 - 2022

Xceed Bangladesh Ltd

Research Officer

Research officers work in social science labs helping social scientists carry out studies and experiments. They support the research staff through a variety of methods, including lab management, subject orientation, and data management and analysis.

2022-01-01 - till
now

Youngone Group Of Company

Assistant Hr

May assist with functions including processing, answering employee questions, fixing processing errors, and distributing checks. Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.

Megh

