



**FATEMA YASMIN MITHILA**

**Address:** House# 30, Road# 5/A, Sector# 11,  
Uttara, Dhaka 1230

**Cell phone:** +8801626-025107

**E-mail:** [fatemayasmin.mithila@gmail.com](mailto:fatemayasmin.mithila@gmail.com)

#### Career Objective

To enter in a well organization and a suitable position having the invention to work with honesty, sincerity and to learn, grow and eventually take greater responsibilities and face the challenges of the time, gain experience and skill for successful career.

#### Work Experiences

- 1. Company Name:** E-valy.com Limited  
**Time Period:** 6<sup>th</sup> March 2021 to till now  
**Designation:** Sr. Executive, Key Account Manager  
**Responsibilities:**
  - i. Developing and sustaining solid relationships with key clients that bring in the most income for the company.
  - ii. Addressing and resolving key clients' complaints.
  - iii. Supervising the account teams assigned to each key client.
  - iv. Work collaboratively with internal partners to implement work order
  - v. Clients requirement analysis and providing perfect solution with competitive price
- 2. Company Name:** Telnet Communication Limited (*Sister Concern of Khaled Group of Companies*)  
**Designation:** Corporate Sales Executive  
**Time period:** 1st October 2018 to 28<sup>th</sup> February 2021
- 3. Company Name:** BEE Global Consultancy  
**Designation:** Consultant  
**Time period:** 1st April 2018 to 30th September 2018
- 3. Company Name:** Mirai International Event Management BD Ltd.  
**Designation:** Client Service, Intern  
**Time Period:** September 16th 2017 to December 16th 2017 (INTERNSHIP)

#### Academic Qualifications

- 1. Institute:** Daffodil International University  
**Program:** MBA  
**Major:** Marketing  
**Passing Year:** 2020  
**CGPA:** 3.80
- 2. Institute:** Daffodil International University  
**Program:** BBA  
**Major:** Marketing  
**Passing Year:** 2017  
**CGPA:** 3.38
- 3. College Name:** Tongi Pilot School & Girls College  
**Study Group:** Business Study  
**Passing Year:** 2013  
**GPA:** 4.50
- 4. School Name:** B.M.S Girls High School & College, Chittagong  
**Study Group:** Business Study  
**Passing Year:** 2011  
**GPA:** 5.00

Training Course, Workshop and Seminar Participation	<ul style="list-style-type: none"> <li>❖ A short course on Computer Application Course in National Youth &amp; Technical Training Centre, Dhaka.</li> <li>❖ Participated in 1st National Career Fair-2014.</li> <li>❖ Participated in “Supply Chain Management” Seminar-2016</li> </ul>
Education in Information Technology	<ul style="list-style-type: none"> <li>• Have good command of MS-Word, Power-Point, Excel.</li> <li>• Type Bengali &amp; English.</li> <li>• Expert in Internet browsing</li> </ul>
Interpersonal Skills	<ul style="list-style-type: none"> <li>➤ Customer Service</li> <li>➤ Marketing Communication</li> <li>➤ Business Relationship Management</li> <li>➤ Services Marketing</li> <li>➤ Corporate Sales</li> <li>➤ Documentation</li> <li>➤ Presentation</li> </ul>
Achievements	<ul style="list-style-type: none"> <li>✓ Champion of E-WAR in Aarong-Daffodil International University Marketing Fest 2017</li> <li>✓ Achieved sixth position in Marketing Debate and gained position in the Top 10 debater at Aarong-Daffodil International University Marketing Fest 2017</li> </ul>
Key Attributes	<ul style="list-style-type: none"> <li><input type="checkbox"/> Good organizational skills developed in a variety of deadline orientated situations</li> <li><input type="checkbox"/> Proven skills to seek out potential sales in new market areas</li> <li><input type="checkbox"/> Ability to convince clients and make good working relationship</li> </ul>
Personal Information	<div> <p>Name of the Applicant: Fatema Yasmin Mithila</p> <p>Father’s Name: Md. Abdul Hannan</p> <p>Mother’s Name: Mosammat Yasminur Begum</p> <p>Present Address: House# 30, Road# 5/A, Sector#11, Uttara, Dhaka 1230</p> <p>Blood Group: B Negative</p> <p>Date of Birth: January 1, 1995.</p> <p>Marital Status: Single.</p> </div>
Reference	<div> <p>Dr. Ahmed Fakhrul Alam</p> <p>Professor</p> <p>Department of Business Administration</p> <p>Faculty of Business &amp; Economics</p> <p>Daffodil International University</p> </div>

*I do hereby declare that the above information is true and correct to the best of my knowledge.*