



## LASHMIN AHMED

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H#519/20 Adarsha High School Road, Jatrabari, Dhaka-1236

## CAREER OBJECTIVE

To be a competent human resource in a progressive & diversified organization where I can prove my interpersonal & communication skill and develop my potentialities as well as bring success for the organization.

## PROFESSIONAL EXPERIENCES

Executive, Admin

**Hi-Tech Resources Ltd.** (From March 2020 to August 2021)

Key Deliverables:

- Coordinating office activities & operations to ensure efficiency & compliance according to company policies
- Creating & maintaining employee's personal file
- Recruitment, CV Screening & Initial Interview
- Meeting arrangement & managing agendas
- Supporting at budgeting & bookkeeping procedures
- Creating & updating company records & financial data
- Supervision of administrative staffs & dividing responsibilities to ensure better performance
- Maintaining office supplies & orders
- Making Weekly & Monthly Reports & analyzing ups & downs
- Summarizing & presentations of office proposals

Teacher

**Alfred International School & College** (2012-2013)

Key Deliverables: Taking regular lessons, Making exam scripts & conducting exams, Arranging extra curriculum activities.

## ACADEMIC QUALIFICATIONS

Exam	Intuition	Subject	Result	Passing Year
Honors	Dhaka Mohanogor Mohila College	English	2.45	2019
Higher Secondary Certificate	Shere-E-Bangla Girls' College	Business Studies	4.10	2011
Secondary School Certificate	Adarsha Girls' High School	Business Studies	3.31	2007

## LANGUAGE SKILL

- Bangla- Native Speaker.
- English- Business Professionalism in reading, writing & speaking.

## COMPUTER SKILL

- *Operating System:* WINDOWS.
- *Proficiency in MS Word, MS Excel & MS PowerPoint.*

## PERSONAL DETAILS

Father's Name : Kutub Uddin Ahmed (Freedom Fighter)  
Mother's Name : Selina Ahmed  
Date of Birth : October 21, 1992  
Nationality : Bangladeshi  
Religion : Islam  
Marital Status : Single  
Blood Group : A-  
Interest : English Literature, Fashion & Designing  
National ID : 5515985355  
Special Justification : Daughter of Freedom Fighter

## REFERENCE

Major S M Aminul Hasan (Retd.)  
Director, HI-Tech resources Ltd.  
18 Kemal Ataturk Avenue, Banani, Dhaka-1213.  
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Jesmin Ahmed  
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Alfred International School & College  
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TRULY



**LASMIN AHMED**