Ritu Sikder Momo

Nationality: Bangladeshi   **Date of birth:** 17/05/2001   **Place of birth:** Bangladesh   **Gender:** Female

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📍 **Home:** 154 Colum Road, CF10 3EJ Cardiff (United Kingdom)

ABOUT ME

Being a confident, energetic, and punctual individual pursuing a Master's in Computational and Data Journalism at Cardiff University, I bring strong customer service, communication, and teamwork skills with excellent attention to detail and task accuracy. Adaptable in fast-paced environments, I take initiative, stay well-presented, and work professionally at all times. I also have experience picking and packing cosmetics and beauty products, organizing stock, and preparing high-volume orders efficiently in physically demanding warehouse settings.

WORK EXPERIENCE

🏢 *BD Budget Beauty* – Dhaka, Bangladesh

City: Dhaka | **Country:** Bangladesh

Warehouse Staff

[01/05/2024 – 01/08/2024]

- Efficiently received, checked, and stored incoming beauty and cosmetics stock, ensuring accurate inventory records and proper storage conditions.
- Picked and packed customer orders with high attention to detail, ensuring products were safely handled, correctly labelled, and prepared for timely dispatch.
- Worked in a fast-paced warehouse environment during peak periods, completing large volumes of orders while maintaining accuracy and meeting daily targets.
- Performed physically demanding tasks, including lifting, moving, and walking for long periods, supporting smooth warehouse operations throughout the shift.

EDUCATION AND TRAINING

Master's of Science (MSc.) in Computational and Data Journalism

Cardiff University, Wales, United Kingdom [22/09/2025 – Current]

City: Cardiff | **Country:** United Kingdom | **Website:** https://www.cardiff.ac.uk/ | **NQF Level:** Level 7

- Collecting, cleaning, analyzing, and visualizing data to identify patterns and trends for storytelling.
- Using tools like Python, R, or SQL to scrape, process, and interpret large datasets.
- Applying computational methods to support fact-checking, uncover hidden insights, and produce evidence-based stories.
- Presenting complex data through interactive graphics, visualizations, and multimedia narratives for wider audiences.
- Evaluating sources, ensuring data accuracy, and applying ethical frameworks in reporting.

Bachelor of Arts (B.A.) in Library and Information Science

National University, Bangladesh [20/12/2018 – 26/11/2024]

City: Dhaka | **Country:** Bangladesh | **Website:** www.nu.ac.bd | **Final grade:** 3.87/4.0 (North American System) | **NQF Level:** Level 6

- Creation of catalogue cards using both traditional and modern methods.
- Classification of books, newspapers and magazines in library using DDC (Dewey Decimal Classification)

- Managing library materials and oversaw the circulation of books and others resources using Koha, an integrated library software.
- Storing and maintaining records of library personnel and materials using Database Management Software.
- Design systems for the planning, acquisition, organization, maintenance and implementation of library materials
- Utilization of system design and analysis tools to optimize library operations.

SKILLS

Microsoft Office (Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Microsoft Teams) / Koha Library Software / communication / MARC21 / provide leadership / lead a team / coordinate operational activities

MANAGEMENT AND LEADERSHIP SKILLS

Key Skills

- Provided excellent customer service by greeting shoppers warmly, assisting with purchases, returns, and product inquiries, and ensuring a positive shopping experience.
- Built strong rapport with customers, understood their needs, and delivered friendly, knowledgeable assistance while supporting team collaboration and communication.
- Ensured efficient service, picking, and replenishment while maintaining safety and accuracy; proficient in Microsoft Office, Google Workspace, and data entry.
- Skilled in providing excellent customer service in a fast-paced bar environment, handling orders, preparing drinks, and maintaining a clean, welcoming atmosphere.

OTHERS

Additional Information

- Languages: English, Hindi, Bengali (Mother tongue)
- Eligible to work part-time in the UK while studying
- Committed to work 20 hours per week and available on weekends as well.