



TANIA MOZUMDER PRIA



CAREER OBJECT

Intend to work in challenging competitive environment where strong sense of responsibility and commitment is required dignity of work provides job satisfaction and place of work



EXPERIENCE

Aug,2022-Present
BELIEVE PVT LTD.

TECHNICAL SUPPORT EXECUTIVE (Team Lead)

Department: Marketing.

Responsibilities -

1-Following up with clients or customers to check that they're still satisfied with any purchases.

2-Escalating queries and concerns.

3-Determining the quickest, most effective ways to answer a client's or customer's questions.

Apr 2021 - July 2022
AKIJ Group

SOCIAL MEDIA COORDINATOR

Department: Management.

Responsibility -

1-Maintain excellent customer satisfaction and review support tickets for appropriate resolution.

2-Work with other departments to resolve customer issues in a timely manner.

3. Work with IT and Finance teams to resolve customer issues.

Sep 2020 - Mar 2021
Royal Cuisine Restaurant

GUEST RELATION OFFICER

Department: Management.

Responsibility -

1-Provide information about amenities, area and venues and promote services.

2-Welcoming guests in a friendly and professional way.

3-Addressing and escalating customer complaints.

4Ensure compliance with health and quality standards.



EDUCATION

Passing Year 2023
Stamford University
of Bangladesh

BACHELOR OF SCIENCE (B.SC.)

Subject: Civil Engineering

Result: CGPA- 3.25

Passing Year:2016
Uttara Model College

HIGHER SECONDARY CERTIFICATE (H.S.C)

Subject : Science

Result : GPA 4.42 Board: Dhaka

Passing Year: 2014

Uttar khan Collegiate
School

SECONDARY SCHOOL CERTIFICATE (S.S.C)

Subject : Science

Result: GPA 4.31 Board Dhaka

CONTACT ME



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House-286,Road-Goaltek ,
Post-Faydabad Madrasa ,
1230 Dakshinkhan



Phone

01716648857



taniamozumder111@gmail.com

PRO SKILLS

COMMUNICATION SKILLS



PROBLEMSOLVING ABILITIES



INTERPERSONAL SKILLS



ACTIVE LISTENING



ADAPTABILITY AND FLEXIBILITY



LANGUAGES

ENGLISH: NATIVE LANGUAGE

BANGLA: BOTH SOCIAL & BUSINESS

HINDI: CAN SPEAK & UNDERSTAND

SOFTWARE SKILLS

- MICROSOFT WORD
(FOR CREATING SALES PROPOSALS AND DOCUMENTS)
- MICROSOFT EXCEL
(FOR DATA ANALYSIS, SALES FORECASTING, AND CREATING SPREADSHEETS)
- MICROSOFT POWERPOINT
(FOR CREATING SALES PRESENTATIONS)

REFERENCE

Md. Tofazzal Haque
Additional Chief Engineer (AC Admin)
Retirement
LGED Cell: 01715025817

Mofaqkherul Islam
Executive Director
Ha-Meem Group
Neshat Nagar, Tangi, Gazipur.
Cell: 01713034590



PERSONAL PROFILE

Father's Name: Late, M.A. Salam Mozumder
Mother's Name: Mrs. Feroza Begum
Permanent Address: Vill: Nespanua, P/O: Nespanua
P/S: Sagolaya, Dist: Feni
Date of Birth: 22-12-1999
Nationality: Bangladeshi (By Birth)



DECLARATION: CAREER OBJECT

Here I, Tania Mozumder Pria affirm that the information give above is true and up to date. Again, I like to add that if I am selected for any position I will serve my best for the organization's sake.in the organization.