



BIBI MAREUM SADIA

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+88 01859380184

Ibrahimpur, Dhaka

Astute Management Graduate with top-notch relationship-building, sales, and money-handling abilities. Devoted to customer relations and reliable in delivering expert clerical support to team members. Versed in security standards, fraud prevention, and application processes. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

EDUCATIONAL QUALIFICATIONS

- MBA in Human Resource Management- (2019-Ongoing)**
University of Dhaka
- BBA in Management- (2014-2018)**
National University (Feni Govt. College, Feni)
 - CGPA: 3.06 out of 4.00
- HSC in Business Studies- 2013**
Feni Govt. College
 - GPA: 3.90 out of 5.00
- SSC in Business studies- 2011**
Shahin Academy School and College, Feni
 - GPA: 5.00 out of 5.00

EXTRACURRICULAR

- Volunteer**
Jaago Foundation
- Member**
DU EMBA Club

REFERENCES

Dr. Sumon Das
Professor
University of Dhaka
Email: sumondase@du.ac.bd
Mob: 01711209239

Shahrina Sultana
Junior Officer- Export, Trade Operations
Eastern Bank Ltd.
Email: shahrina.sultana@eblbd.com
Mob: 0191341569

CORE COMPETENCIES

- Financial Reporting
- General Banking
- Administrative Support
- Customer Service
- Report Generation
- Office Organization
- Professional Relationships
- Payment Collection
- Information Sourcing
- Fraud Detection
- Corporate Compliance
- Disciplinary Measures
- Schedule Management
- Team Cooperation

TOOLS AND SOFTWARES

- MS Office
- Google Docs
- Emails Management

INTERPERSONAL SKILLS

- Communication
- Analytical Thinking
- Adaptability
- Team Player
- Problem solver
- Time Management

LANGUAGES

- English
- Bengali

PERSONAL INFO

DOB: 28th August , 1995
Nationality: Bangladeshi
Marital Status: Married

I solemnly confirm all the information provided above is true to the best of my knowledge and belief.

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