

## Resume of NAFISA PARVIN

**Address:** 72 Gagonbabu road, Khulna

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**Contact No:** +8801741419955



### Career Objectives:

Highly efficient and diligent administrative office professional with one years of experience in management. Capable leader with excellent skills in delegating responsibilities to others and supervising and evaluating for effective task completion. Enthusiasm for delivering excellent service to customers and other visitors in the office setting. Commitment to upholding company policies and procedures when working with staff members and motivating team. Strong organizational skills and excellent attention to detail when dealing with paperwork.

### Educational Qualification:

Degree	Major	Institute	Pass Year	Result
Master of Business Administration (MBA)	Finance & Banking	Azam Khan Govt. Commerce Collgege, Khulna	2016	3.59 out of 4.00
Bachelor of Business Administration (BBA.)	Finance & Banking	Azam Khan Govt. Commerce Collgege, Khulna	2015	3.27 out of 4.00
Higher Secondary Certificate (HSC)	Business Studies	Govt. Pioneer Girls College, Khulna	2011	5.0 out of 5.00
Secondary School Certificate (SSC)	Business Studies	BashbariaJhanjhania Secondary School, Dhaka	2009	4.56 out of 5.00

### Employment History

Designation	Office Assistant
Employer	United Finance Limited
Duration	January, 2019 to December, 2019
Job Duties and Responsibilities	<ul style="list-style-type: none"><li>&gt; Maintain daily expense of field office (Bill/ voucher)</li><li>&gt; Prepare regular cash book based on daily expenses</li><li>&gt; Prepare draft purchase order based on daily purchase</li><li>&gt; Miscellanies' as per given task by the authority</li><li>&gt; Prepare all the project BANK related work timely and can work independently in absence of Financial Specialist properly.</li><li>&gt; Employee Relation, Employee Grievance &amp; Disciplinary action.</li><li>&gt; Assist to prepare show cause letter, warning letter, office note, office memo, etc.</li><li>&gt; The Administrative (Admin) Coordinator is responsible for coordinating and ensuring all and any administrative / logistic support.</li><li>&gt; Procurement maintaining organization's policy. In addition, the incumbent will be responsible for maintaining the register for project inventory/ assets/program materials.</li><li>&gt; Logistical support and coordinating for all field visits from project office to field offices and vice versa.</li><li>&gt; Conducts and facilitates procurement of goods and services in compliance with donor/organizational rules and regulations</li><li>&gt; Carries out vendor enlistment/validation, procurement /service arrangements.</li></ul>

	<ul style="list-style-type: none"> <li>&gt; Provides administrative support for project implementation at local and district level</li> <li>&gt; Maintains inventory and distributions as per management order.</li> <li>&gt; Supervises and manages the performance of Office Assistant.</li> <li>&gt;Major Deliverables</li> <li>&gt; Documentation</li> <li>&gt;Other duties as assigned by supervisor.</li> </ul>
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### Computer Skill

- > Microsoft Office Tools namely (**Ms-word, Excel, PowerPoint & Internet browse**).
- > Windows operating system
- > Google ketchup & internet and email

### Language Proficiency:

- (a) Bangla-Reading, Writing and Speaking Fluently
- (b) English-Moderate Writing and Communication Skills
- (c) Hindi- Understand

### Personal Details:

Name	:	NafisaParvin
Fathers Name	:	Nashir Uddin
Mother Name	:	Firoja Begum
Present Address	:	72 Gagonbabu Road, Khulna-9100.
Permanent Address	:	Village-Mitherkul ; Post-Sachia ; Subdistrict- Nazirpur ; District- Pirojpur
Date of Birth	:	October 10, 1994
Marital Status	:	Single
Nationality	:	Bangladeshi.
Blood Group	:	O +(ve)

### Reference:

Dr. Md. Noor Alam  
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Azam Khan Govt. Commerce College  
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I hereby assure that all facts given are true if any wrong information were made I personally be liable.

Regards,

*Nafisa Parvin*

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