




## PROFILE

Seeking for a position in a healthy working environment where I can utilize my skills to the best of my abilities, and gain valuable knowledge along the way.

## CONTACT ME

 +880-1717-233770

 safachy3734@gmail.com

 Shibgonj, Sunarpara,  
Nobarun-177, Sylhet.

# SAFA CHY

## ➤ EDUCATION

### A'LEVEL COMMERCE

British Council  
2021 - 2024

### O'LEVEL COMMERCE

British Council  
2019 - 2021

## ➤ LANGUAGE

Native Bengali.  
Advanced English.

## ➤ SKILLS

MS Excel.  
Microsoft Word.

## ➤ WORK EXPERIENCE

### ROSE CONSULTANCY (JULY 2023 - PRESENT)

#### COUNSELOR

Job Responsibility:

- Provide expert counseling and guidance to clients on work permit procedures and requirements, ensuring smooth and efficient processing.
- Conduct accurate and timely data entry for documents, details, and certificates, maintaining meticulous records for work permit applications.

### GLOBAL ADMISSION (2022 - 2023)

#### ASSISTANT

Job Responsibility:

- Efficiently performed data entry tasks, accurately recording essential information to maintain meticulous records.
- Maintained comprehensive records of student applications, ensuring accurate and up-to-date documentation for efficient processing.
- Managed data entry processes, meticulously recording and organizing vital information to facilitate smooth operations and effective communication.