

FAHMIDA YEASMIN BOBI

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SUMMARY:

- Strong administrative, office operations and organizational skills
- Microsoft Office Specialist (MOS) Certified in Word and Excel; advanced in PowerPoint
- Strong data entry and data management skills; proficient at multi-tasking
- Excellent customer service, interpersonal, and communication skills
- Highly motivated, detail-oriented individual with positive work ethic
- Multilingual (Bangla/Hindi/Urdu/English)

EDUCATION:

08/14 – 09/14	BRONX COMMUNITY COLLEGE Certificate in Medical Billing and Coding	Bronx, NY
09/13 – 03/14	CAREER SERVICE TRAINING CENTER • Microsoft Excel (MOS Certified) • Microsoft PowerPoint (advanced) • Microsoft Outlook	New York, NY • Microsoft Word (MOS Certified) • Data Entry
2009	SYLHET INTERNATIONAL UNIVERSITY Bachelor of Business Administration (U.S. Evaluated)	Sylhet, Bangladesh
2004	KULAURA DEGREE COLLEGE Business Administration	Sylhet, Bangladesh
2002	KULAURA GIRLS HIGH SCHOOL High School Diploma	Sylhet, Bangladesh

EXPERIENCE

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12/14 - Present	JASA Administrative Intern • Perform administrative duties such as filing, copying, faxing, scanning • Review and edit data while consulting with upper management • Enter data into agency database	New York, NY
06/09 – 10/09	UTTARA BANK Customer Service Representative • Responsible for the preparation of annual accounts and reports for the largest and oldest private-sector commercial bank in Bangladesh • Processed new client accounts, maintained customer accounts and implemented changes to existing accounts within company database • Efficiently managed accounts payable, accounts receivable, as well as payroll departments • Provided general administrative and clerical support such as answering telephone calls and making the appropriate transfers • Deciphered customer needs, handled customer inquiries and offered the appropriate solutions based on proper company policy • Processed financial transactions; monitored daily financial reports	Sylhet, Bangladesh

COMPUTERS

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Microsoft Office Specialist (MOS) Certified in Word and Excel; advanced in PowerPoint