FAHMIDA YEASMIN BOBI

**32 Broadway 10th Floor • New York, NY 10004 • (917) 530-0150 • bob.ya0786@gmail.com**

|  |  |  |
| --- | --- | --- |
| **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 Bronx, NY** | |
|  | Certificate in Medical Billing and Coding | |
|  |  | |
| **09/13 – 03/14** | **CAREER SERVICE TRAINING CENTER New York, NY** | |
|  | * Microsoft Excel (MOS Certified) | * Microsoft Word (MOS Certified) |
|  | * Microsoft PowerPoint (advanced) | * Data Entry |
|  | * Microsoft Outlook |  |
|  |  | |
| **2009** | **SYLHET INTERNATIONAL UNIVERSITY Sylhet, Bangladesh** | |
|  | Bachelor of Business Administration (U.S. Evaluated) | |
|  |  | |
| **2004** | **KULAURA DEGREE COLLEGE Sylhet, Bangladesh** | |
|  | Business Administration | |
|  |  | |
| **2002** | **KULAURA GIRLS HIGH SCHOOL** **Sylhet, Bangladesh** | |
|  | High School Diploma | |
|  |  | |
| **EXPERIENCE:** |  | |
| **12/14 - Present** | **JASA New York, NY** | |
|  | **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 | |
|  |  | |
| **06/09 – 10/09** | **UTTARA BANK Sylhet, Bangladesh** | |
|  | **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 | |
|  |  | |
| **COMPUTERS:** | Microsoft Office Specialist (MOS) Certified in Word and Excel; advanced in PowerPoint | |