




NUR E MIM DIBA CHOWDHURY



CONTACT

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SKILLS

- Time management
- Microsoft Excel
- Hospitality
- Google Workspace
- Fast learner
- Teamwork skills
- Highly responsible and reliable
- Quality focused
- Retail knowledge

LANGUAGES

English:  C1
Advanced

Bengali:  C2
Proficient

HOBBY AND INTERESTS

Volunteering
Creative Pursuits
Language Learning
Involvement in Professional
Organisations

SUMMARY

Customer-focused manager, successfully contributing to company profits by improving team efficiency and productivity. Skilled at effective negotiations and upselling techniques. Utilises excellent organisational skill to enhance efficiency and lead teams to achieve outstanding sales.

EDUCATION

Bachelor of Business Administration: Bachelor of Finance and Accounting , 01/2022 - Current
Independent University, Bangladesh - Dhaka

HSC: Science
BAF Shaheen School & College - Dhaka

SSC: Science
BAF Shaheen School & College - Dhaka

ACCOMPLISHMENTS

- Recognised by management for projects delivering.
- Reduced employee turnover by creating and implementing no-cost incentive program.
- Achieved certification through the Chartered Management Institute (CMI).
- Coordinated special public and private events.

PROFESSIONAL AFFILIATIONS

- Member, International Development Program.

TRAINING AND CERTIFICATIONS

- 10 days training from Chartered Financial Analyst (CFA)
- 10 days training from Human Resource Certification Institute (HRCI)

REFERENCES

- Shakira Islam
Lecturer, Department of English
Independent University, Bangladesh (IUB)
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