

Mithila Salmin

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LinkedIn: <https://www.linkedin.com/in/mithila-salmin-616a97126>



Career Objective:

To use my academic merits, technical skills and professional experience to work as part of a dynamic team where there is an opportunity to make significant contributions along with developing personal skills and build a career in the field of work.

Professional Experience & Responsibilities:

Executive, Human Resources (Aug 2019 - Present)

Shopway Ltd, an online marketplace for offline retail stores, suppliers and manufacturers.

Responsibilities:

- Conducting recruitment, exit interviews and record them accordingly.
- Handling monthly payroll and yearly forms for employees.
- Planning and implementing employee benefits.
- Facilitating newcomers' joining formalities.
- Handling administration of all labor contract.

Officer, Customer Service (Feb '19- Jun '19)

The City Bank Ltd.

Responsibilities:

- Opening new accounts and maintaining & managing existing accounts.
- Handling product and service-related queries of the customers.
- Promoting bank's product and services.
- Fund transfer, FD issue, pay order issue and other general banking activities.

Intern (Feb '18- April '18)

The City Bank Ltd.

Responsibilities:

- Assisting customers in depositing and withdrawing cash.
- Maintaining customer database.
- Promoting bank products and services.

Skills:

- Computer Literacy: Microsoft Office, Google Doc, Sheets, Slides.
- Language: Proficient in speaking, reading and writing Bengali and English.
- Adaptability: efficient under pressure can cope up with any situation,
- Team working ability: can efficiently work within a team.

Academic Credentials:

Bachelor of Business Administration (HRM), 2018

United International University

CGPA: 3.11/ 4.0

Higher Secondary School Certificate (HSC), 2012

Dhaka Commerce College,

GPA- 5.00/ 5.00

Secondary School Certificate (SSC), 2010

Kallyanpur Girls' School and College, Business Studies Group

GPA- 4.88/ 5.00

Extra - Curricular Activities:

HR Executive (Feb '16- Feb '17)

UIU Marketing Forum

Interests and Aspirations:

Traveling, Tree plantation, Content writing, Research work, Crafts, learning new things.

Personal Details:

Date of Birth: 13th April, 1995

Father: S.M. Harun-Ar-Rashid, **Occupation:** Businessman

Mother: Shelina Khan, **Occupation:** Housewife

Nationality: Bangladeshi,

Religion: Muslim,

Marital Status: Married.

References:

Firoz Uddin Ahmed

CEO & Co-founder

Shopway Limited

Cell: 01889-825025

Email: firozahmed@shopwaybd.com

S. M. Shariful Islam

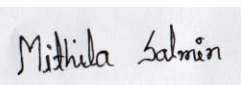
SAVP & Branch Manager

The City Bank Limited

Cell: 01711462485

Email: s.m.shariful@thecitybank.com

I, do hereby certify that all the information given herein is authentic and correctly describes my qualification and me.



Mithila Salmin