

MOUSUMI AKTER

Address: 175/2, Mayer Achal (Bagan Bari), North Vashantak, Cantonment Dhaka-1206, Dhaka
Cantonment TSO, Cantonment, Dhaka 1206
Mobile No 1: 01670102386

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Career Objective:

Looking for hard & challenging job where I will have to scope to utilize my potentiality, adaptability & skill to do something innovative & from where I will be able to enhance my knowledge.

Special Qualification:

Successfully Completed A 2 (two) Months Long " NEWS PRESENTATION" Course Held In " JOBS A1.COM" (In House Training) From 16th June 2010, to 13th August, 2010. And Has Secured Satisfactory Level.

Employment History:

Total Year of Experience : 2.3 Year(s)

1. Event Management Executive (October 1, 2016 - April 30, 2017)

Jef` s Collection

Company Location : Baridhara DOHS & Banani.

Department: Event Management

Duties/Responsibilities:

Management

2. Trainee Product Marketing Officer. (May 1, 2016 - September 30, 2016)

The City Bank Limited

Company Location : City bank Center, 136, Gulshan Avenue, Gulshan-2, Dhaka-1212, Bangladesh

Department: Card Sales

Duties/Responsibilities:

Cards Division

3. Tele Salse Executive & Admin (January 1, 2015 - April 30, 2016)

fish.com.bd & Akmatro.com

Company Location : Dhaka Trade Center, Kawran Bazar, Dhaka.

Department: Call Center & Admin

Duties/Responsibilities:

Tela Sales Executive For fish.com.bd, all of fish sale over Telephone & take order online. & Admin for Akmatro.com (On line Shop) , Total maintain this online shop over web Side. take order online & delivery those product & maintain cash, delivery report, regular follow online web page.

Academic Qualification:

Exam Title	Concentration / Major	Institute	Result	Pas.Year	Duration
Bachelor of Business Administration (BBA)	Human Resource Management	Manarat International University	CGPA:2.54 out of 4	2015	2011 - 2016

HSC	Commerce	Uttara Town Degree College	CGPA:3.3 out of 5	2009	2007-2009
SSC	Commerce	T & T Adarsha Girls High School	CGPA:3.25 out of 5	2007	2005-2007

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Web Research & Support	Digital Marketing	Coders Trust Bangladesh	Bangladesh	Banani, Dhaka-1212	2019	4 Months
News Presentation	News	Jobs A1.com	Dhaka	Bashundhara City, Pathapath.	2010	2 Months

Professional Qualification:

Certification	Institute	Location	From	To
Event Management	Jefs Collection	Baridhara DOHS & Banani	September 1, 2016	March 31, 2017
Tele Sales Executive & Admin	fish.com.bd & Akmatro.com	Nikunja-01, Road-8A, House-05	June 1, 2015	April 1, 2016

Career and Application Information:

Preferred Job Category : Education/Training, Media/Advertisement/Event Mgt., HR/Org. Development
Looking For : Entry Level Job
Available For : Full Time
Preferred District : Dhaka
Preferred Organization Types : College, Satellite TV, School, Radio

Language Proficiency:

Language	Reading	Writing	Speaking
Bengali (native) & English (fluent)	High	Medium	Medium

Personal Details :

Father's Name : Biswas Mayen Uddin
Mother's Name : Rokeya Begum
Date of Birth : August 9, 1989
Gender : Female
Marital Status : Unmarried
Nationality : Bangladeshi
National Id No. : 8203314003
Religion : Islam
Permanent Address : 175/2, Mayer Achal (Bagan Bari), North Vashantak, Cantonment Dhaka-1206, Dhaka
Cantonment TSO, Cantonment, Dhaka 1206
Current Location : Dhaka

Reference (s):

Reference: 01

Name : Sazzad Hossain, ACMA

Reference: 02

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Organization	: Meghna Group of Industries	Scholastica (Senior Campas - Uttara)
Designation	: Senior DGM (Accts)	Manager (Student Affairs & Events)
Address	: Fresh Villa, House 15, Road 34, Gulshan-1, Dhaka-1212 Bangladesh.	Plot-02, Road-08 & 09, Sector-01, Uttara Model Town, Dhaka-1230 Bangladesh.
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Mobile	: +88 01313423979	01819252801
E-Mail	: hossain.sazzad@meghnagroup.biz	ummey_asma@scholasticabd.com
Relation	: Family Friend	Family Friend