

# RESUME Of Mizuba Khatun

**Mizuba Khatun**

House No: 31/C, Zakir Hossain road,  
Lalmatia, Dhaka.

Mobile No: +8801794626414

Email: mizuba.akter@outlook.com

---

**Career Objectives:**

I would like to develop my career taking a challenging job in an organization where I can give utmost effort with sincerity, integrity, responsibility, commitment, and honesty to secure the desire of the organization.

**Technical Skills:**

Microsoft Office Application

**Employment History:**

1.

<b>Name of the Organization</b>	: Chisty Group of Company
<b>Designation</b>	: Executive, Admin Department and SCM Department
<b>Duration</b>	: 5 <sup>th</sup> March 2019 to Present
<b>Responsibility</b>	: Handle requests, feedback, and queries quickly and professionally. Monitor office supply levels; reorder when appropriate. Maintain strong relationships with vendors and keep price data in order to get the best pricing on supplies and services. Coordinate Sales with Dealers and Distributors. Research the market and prepare sales report. Claim product from factory as per market requirements.

2.

<b>Name of the Organization</b>	: World Famous Tours & Travels
<b>Designation</b>	: Executive, Sales & Marketing
<b>Duration</b>	: 1 <sup>st</sup> Mar 2017 to 31 <sup>st</sup> December 2018
<b>Responsibility</b>	: Social Media Marketing, Email Marketing, Planning and advertising different promotions and offers. Deal with customer inquiries and aim to meet their expectations.

**Education Details:****Bachelor of Business Administration (BBA):**

Name of the Institution	: University of Development Alternative
Result	: CGPA-2.79
Major	: HRM
Passing Year	: 2017

## Higher Secondary Certificate (H.S.C)

Name of the Institution : Belkuchi Degree College  
Result : CGPA-4.10  
Group : Business Studies  
Passing Year : 2012  
Board : Rajshahi Education Board

## Secondary School Certificate (S.S.C)

Name of the Institution : Shohagpur Pilot Girl's High School  
Result : GPA-2.94  
Group : Business Studies  
Passing Year : 2010  
Board : Rajshahi Education Board

## Others Skill:

- Highly motivated and eager to learn new things.
- Strong motivational and leadership skills.
- Ability to produce best result in pressure situation.
- Excellent communication skills in written and verbal both.

## Language skills:

- Bengali : Fluent in Reading, writing and Speaking
- English : Reading, writing and Speaking

## Personal Details:

Name : Mizuba Khatun  
Father's Name : Md. Majed Sarkar  
Mother's Name : Anjuara Begum  
Permanent Address : Vill: Boyra Bari, Post+Upj- Belkuchi, Dist- Sirajganj  
Date of Birth : 10<sup>th</sup> October, 1993  
Nationality : Bangladeshi  
Marital Status : Single  
Religion : Islam

## References:

Most: Momena Khatun  
Assistant Sub Inspector  
Special Branch, Bangladesh Police  
Contact: 01779579353

Md. Al-Amin  
Assistant Manager, Technical Service  
Thakral Information Systems Pvt. Ltd.  
Bangladesh.  
Contact: 01938802620

I do hereby declare that the above information is true and correct to the best of my Knowledge.

Mizuba Khatun