

Jakia Afrin

368, Kasba Kutir,
Kandipara, Brahmanbaria-3400.
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OBJECTIVES

- ⇒ Getting a challenging job in a dynamic & progressive company where my creative talent and innovative capabilities can be efficiently & effectively utilized.
- ⇒ To serve my company with the efficient discharge of duties & responsibilities in order to attain its goal.

WORK EXPERIENCE

Company Name: Berger Paints Bangladesh Ltd.
Designation: Sales Support Officer - Invoice
Address: Brahmanbaria Sales Office, Ghatura, Brahmanbaria.
Duration: 15th September 2015 to Present

ACTIVITIES

SAP Sales & Distribution	SAP Financials	Stock Replenishment	Demand Planning	Multi-Tasking
Invoicing	Customer Support	Financial Analysis	Distribution Analysis	Order-Taking
Mail Support	Employee Engagement	Monthly Report Submission	Dealer Management	Purchase Requisition

COMPETENCIES

SAP/SAP HANA Operational Knowledge	Excellent Communication Skills	VISTEX Knowledge	Good Analytical Ability	Sound Computer Knowledge
Self-Motivated	Pressure Handling	Product Knowledge	Fulfill Deadlines	Hard-Working

ACHIEVEMENTS

- ⇒ Rewarded as the Best Sales Support Officer between two Sales Offices back in 2017
- ⇒ Solely invoiced orders worth 1.90 crores in a single day, which is a record itself among all Sales Offices

EDUCATIONAL QUALIFICATIONS

B.S.S [Bachelor of Social Studies]

University: National University

Subject: Political Science

Year: 2015

Result: Second Division

H. S. C [Higher Secondary Certificate]

Institution name: Brahmanbaria Govt. College

Board: Cumilla

Group: Science

Year of Passing: 2008

Result: 3.30 out of 5.00

S. S. C [Secondary School Certificate]

Institution name: Sabera Sobhan Govt. Girls High School

Board: Cumilla

Group: Science

Year of Passing: 2006

Result: 3.69 out of 5.00

PERSONAL DETAILS

Father's Name	Khorshed Alam
Mother's Name	Jharna Begum
Spouse's Name	Minhaz Ali Khan Plabon
Date of Birth	September 01, 1991
Gender	Female
Marital Status	Married
Nationality	Bangladeshi
Religion	Muslim
Permanent Address	368, Kasba Kutir, Kandipara, Brahmanbaria-3400

REFERENCE

Mr Rezwan Alam
Senior Manager
Stakeholder Management (Government)
Summit Communications Limited
Mobile: 01711080491

DECLARATION OF AUTHENCITY

I, the applicant, clarify that according to my knowledge and belief this CV has correctly narrated my qualifications and others related to me.

JAKIA AFRIN