

Curriculum vitae

Of

Mousumi Rema

Address : 809, Ibrahimpur, Kafrul, Dhaka-1206.

Mobile No : 01641970294, 01765838309

E-mail : rema.mousumi1994@gmail.com



Career Objective:

To serve in a responsible administrative position at a reputed organization and successfully apply my acquired knowledge, experience, devotion, high ambition, self-motivation, managerial and interpersonal skills to enhance organizational efficiency.

Career Summary:

- ❖ Highly energetic and motivated individual over 03 years of experience as Front Office Executive.
- ❖ A team player and an excellent motivator.
- ❖ Able to grow positive business relationship with clients and colleagues at all levels of the organizations.
- ❖ Great ability to communicate effectively.
- ❖ Exceptional ability to maintain a professional, neat and groomed appearance adhering to standards.

Special Qualification:

- ❖ Quickly adopt with office environment and strong communication skill.
- ❖ Good at documentation and proper filing system.
- ❖ Quality customer service and problem solving.
- ❖ Strong proficiency in Microsoft office applications, Adobe Photoshop & Illustrator and Goggle Software.
- ❖ Good knowledge about web browsing and social media, software installation and operate.
- ❖ Fluent in Bangle and English.
- ❖ Typing speed in Bangle 25wpm and English 40wpm

Employment History:

Total Year of Experience: 03 years 01 Month.

1. Front Office Executive (March 1, 2016 – 31st March 2019)

Catharsis International

Company Location: H#11, R#22, Block# K, Banani, Dhaka-1213.

Department: HR & Administration.

Duties/Responsibilities:

- ❖ Attend all the incoming calls, routing to the appropriate department or person through PBX.
- ❖ Greet the visitors at the office, registering their names and contact details and directed them to respective office personnel.
- ❖ Handles all guest and agents complaints and inquiries in courteous and efficient manner, following through to make sure problems are solved satisfactory.
- ❖ Maintenance of important documents, files and records in an organized manner.
- ❖ Keep all the stationary items in the organization up to date and order for fresh stock.
- ❖ Manage currier service, mail, postal and Xerox.
- ❖ Manage all incoming and outgoing documents and maintain the document register properly.
- ❖ Responsible for all the printing work like visiting card, banners, identity card, magazines and brochures by coordinating with the graphic designer while taking administration head in the loop.
- ❖ Schedule and coordinate meetings, interviews, events and other similar activities.
- ❖ Maintain decorum of front office area.
- ❖ Adhere all the safety and security procedure and keeping the management informed about any kind of unsafe situation.
- ❖ Confer and coordinate with other departments.
- ❖ Assist Admin and HR operational activities directed by management requirement.

Academic Credentials:

Exam Title	Concentration/Major	Institute	Result	Pass. Year	Duration
MBS	Accounting	National University	Running	Running	2017-19
BBS	Business Studies	National University	CGPA: 3.26 out of 4.00	2018	2013-16
HSC	Business Studies	National College	GPA: 5.00 out of 5.00	2012	2011-12
SSC	Business Studies	Pirgacha Saint Poles High School	GPA: 3.88 out of 5.00	2010	2009-10

Professional Courses:

Course Title : Graduate Diploma In Computer Science and Engineering.
Institution : National Institution of Technology (NIT).
Registration No : 1433434
Session : 2016-17
Result : 4.38
Location : Dewan Mansion(3rd Floor), Mirpur-10 (Golchattar), Dhaka-1216.

Language Proficiency:

Language	Reading	Writing	Speaking
Bangle	High	High	High
English	High	High	High

Personal Details :

Father's Name : Pronob Dibra
Mother's Name : Nirjola Rema
Date of Birth : November 29, 1994
Gender : Female
Blood Group : AB+
Height : 5.2 Feet
Marital Status : Married
Nationality : Bangladeshi
National Id No. : 3733971042
Religion : Christian
Permanent Address : Vill: Banoria, P.O: Pirgacha-1996, P.S: Modhupur, Dist: Tangail
Current Location : Dhaka

Reference (s):**Reference: 01**

Name : Mr. Shetu Baroi
Organization : Catharsis International
Designation : Asst. Manager, HR
Address : H#11, R#22, Block# K, Banani,
Dhaka-1213.
Mobile : 01765838309
E-Mail : hr.catharsisintl@gmail.com
Relation : Professional

Reference: 02

Mr. Eugene Gomez Rana
Aleya Feeds Ltd.
Asst. General Manager
Montaz Plaza (3rd Floor), Plot-7, Road-
7/D, Sector-09, Uttara, Dhaka-1230
01755632222
aleya.dsmsales@gmail.com
Professional

I assure that the above mentioned information is true and genuine to the best of my knowledge and belief. I am undersigned hereby declare that I will be responsible for my wrong information provided here.

Signature :

Date : 29/10/2019

Mousumi Rema