

RESUME

Masuda Akter

Mailing Address:

House: Latif Villa, Village: Ragunathpur,
P.O: Bhuighar, P.S: Fatullah,
Dist: Narayangonj
Contact Number: 0196-3600609
Email: masudarm1@gmail.com



CARRIER OBJECTIVE

To work in a dynamic position which will provide me on opportunity to utilize and develop my creativity, capability, skill and qualifications to take the challenge of the day.

EDUCATIONAL QUALIFICATION

Post Graduation M.B.S	:	National University Department of Marketing Result: 2nd Class
Graduation B.B.S (Hon,s)	:	National University Department of Marketing Result: 2nd Class
Higher Secondary Certificate (H.S.C)	:	A.K. High School & College. Dhaka Board: Dhaka Group: Business Studies Passing Year: 2005 G.P.A :3.80
Secondary School Certificate (S.S.C)	:	A.K. High School & College.Dhaka Board: Dhaka Group: Business Studies Passing Year: 2003 G.P.A: 3.19

EXPERIENCE

Present (1)	:	Sr. Executive Leas & Credit Dpt. April 2012 – Till Now Rangs Motors Limited. 117/A, (Lavel-4),Old Airport Road, Bijoy Sharani, Tejgaon, Dhaka-1015
Key Responsibility	:	Accounts open of new Customer, Financial Calculation of credit transection .

(2) : Front Desk Executive
August 2011-March 2012
Lexicon Marchendise Ltd.
Banani, Dhaka.

Key Responsibility : Welcoming firstcontact to all clients, staff, media, etc.
By phone, in person, and email.Provide support for
Human Resources: interview schedule, applicant pool,
resume files, orientation, monitoring time
sheets

PERSONAL DETAIL

Spous Name : Md. Imran Islam
Father's Name : Late Md.MustafizurRahman
Mother's Name : Salina Bagum
Present Address : Latif Villa, Raghunathpur,
Bhuighar - 1421, Fatullah,
Narayangonj, Bangladesh.

Nationality : Bangladeshi
Date of Birth : 25th May, 1988
Religion : Islam
Gender : Female
Marital Status : Married

COMPUTER SKILLS

Have good command over-Computer office course, E-mail and Internet.

PERSONAL INTEREST

- Traveling
- To take the any challenge

LANGUAGE

Have fluency both in written and spoken Bengali and English

Signature