**Name : Faria Binta Anwar**

Contact No: 01738485147.

Email: [fariaanwar@yahoo.com](mailto:fariaanwar@yahoo.com)

Address: House# 19, Word# 48, Girls School Road,

Dakkhhinkhan, Uttara,

Dhaka-1230.

**Career Objective**

With a view to flourish my potentialities I would like to work in an organization that offer challenges to accomplish mission, to achieve set goals with optimum perfection on the way to build up a career as a business executive.

**Work Experience**

* **Company name:** Kleider Sourcing Ltd.

**Designation:** Assistant Merchandiser cum Front Office Executive

**Duration:** 06 January, 2020 to present.

***Roles & Activities***

* File making (QC & Merchandising).
* Foreign trip file/Meeting file making.
* Dye lot, cutting, approval and send mail to concern QC & factory.
* Maintain In-house wash test of sample.
* Sample presentation for buyer.
* Maintain all gate pass.
* Maintain shipping cartoon entry.
* **Company name:** Sunlife Insurance Ltd.

**Designation:**Executive, Group Insurance and Customer Care Unit.

**Duration:** 15 October 2015 to 30 November 2016.

***Roles & Activities***

* Contact the potential new clients.
* Note taking and assessment of clients’ desire regarding group term & health insurance.
* Preparation of offer & delivered to interested clients.
* Help in preparation of agreement, MOU etc. documents.
* Maintenance of regular relationship with the existing clients.
* Knocking the clients to acquire new business as a primary approach.
* Maintenance of client database
* Help in processing of clients profile, cheque preparation & deliver to respective clients.
* Visit to potential corporate clients.
* Help in processing the offers submitted against the tenders & requisition of interested client.
* **Company name:** Signet Trading Ltd.

**Designation:** Merchandiser

**Duration:** 01 September, 2012 to 30 April, 2014.

***Roles & Activities***

* Internal & external communication.
* Preparing purchase orders.
* Advising and assisting production.
* Helping documentation department.
* Taking responsibility for inspections.
* Following shipment.

**Education Background**

**(a) Bachelor of Business Administration (B.B.A)**

Institution : Southeast University

Passing Year : 2012

Major : Finance

CGPA : 2.67 out of 4.00

**(b) Higher Secondary Certificate (H.S.C)**

Institution : Motijheel Model High School &College

Group : Business Studies

Passing Year : 2007

Board :Dhaka

Result : GPA 3.30 out of 5.00

**(c) Secondary School Certificate (S.S.C)**

Institution : S.B.GOVT. Girls High School

Group : Science

Passing Year : 2005

Board :Barishal

Result : GPA 3.15 out of 5.00

**Certificate of Achievement**

* For successfully completing **SPOKEN ENGLISH COURSE** at Mentors.

**Communication Skills**

* English : Reading, Writing, Spoken.
* Bangla : Mother Tongue.

**Computer Skills**

* Computer Literacy : MS Word, MS Excel, MS Power Point,

Internet browsing,

Email corresponding etc.

**Personal Information**

* Father’s Name : Dr. Md. Anwar Hossain
* Mother’s Name : Mrs. Mohsina Zaman
* Date of Birth : 28 August,1989
* Religion : Muslim
* Marital Status : Married
* Blood Group : O+

**References**

**Reference 2**

**Md. Ahsan Ul Arif Chowdhury**

Careline Floor Manager,

Customer Care Department,

Banglalink, Orascom Telecom Ltd.

Cell No# 01916100068.

**Reference 1**

**Md. Shahadat Shohag**

Assistant Managing Director,

Sunlife Insurance Ltd.

Cell No# 01766536881.