

Progga Main Narumi

Contact



+46762638464



narumimain@gmail.com



<https://www.linkedin.com/in/narumimain/>

Education

Bachelor in English Language & Literature

East Delta University
Chattogram, Bangladesh

2015 – 2020

About Me

Highly organized and detail-oriented Administrative Assistant with experience in office coordination, financial administration, and stakeholder communication. Skilled in managing scheduling, documentation, invoicing, and HR-related support in fast-paced environments. Proficient in Microsoft Office and adept at handling confidential information with discretion. Looking forward to contributing to AVIAREPS' finance and administrative operations with efficiency and professionalism.

Key Skills

- Office Administration & Organization
- Financial Administration (Invoices, Reconciliations, Payments)
- Scheduling & Meeting Coordination
- Data Management & Documentation
- Stakeholder & Internal Communication
- HR Support & Internal Coordination
- Travel Arrangements & Expense Reporting
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)

Language

- English (Fluent)
- Bangla (Fluent)
- Hindi (Proficient)
- Urdu (Proficient)
- Swedish (Basic, currently learning)

Work Experience

Retail Sales Associate

King Palace AB, Gamla Stan
September 2024 – December 2024

- Assisted customers with purchases, providing recommendations and ensuring a pleasant shopping experience.
- Managed cash handling and POS transactions while maintaining accurate daily sales reports.
- Helped maintain store organization, ensuring an inviting shopping environment for diverse customers.

Business & Administrative Specialist

Orbit Tech Inc, Remote
February 2024 – July 2024

- Managed administrative tasks, including scheduling and document handling.
- Assisted in financial administration, reviewing invoices and supporting budget management.
- Coordinated meetings and communicated with stakeholders for smooth project execution.
- Ensured high-quality data management and reporting for business operations.

Annotation Specialist

BorderxAI, Remote
July 2023 – January 2024

- Analyzed and processed large data sets to enhance AI training models.
- Collaborated with cross-functional teams to improve workflow efficiency.
- Ensured high-quality annotation standards for machine learning projects.

Administrative Assistant

Learning Tree School, Chattogram, Bangladesh
January 2022 – December 2022

- Managed front desk operations, visitor reception, and correspondence handling.
- Assisted with student record management, scheduling, and event planning.
- Organized events and coordinated international student support activities.
- Coordinated administrative tasks in a fast-paced environment, ensuring operational efficiency.