

# **Sobukta Nilufer**

## **Contact Information:**

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(+88)01688042311

## **Education:**

Bachelor of Business Administration (Year of passing 2008)

University of Asia Pacific (Dhaka, Bangladesh)

## **Professional non-degree programs:**

1. Management Skills for International Business, University of London (UK)
2. Inspiring and Motivating Individuals, University of Michigan (USA)
3. New Models of Business in Society, University of Virginia (USA)

## **Experiences:**

### **1. Manager Administration**, Gulshan Branch, Rahman's Chambers, (Dhaka, Bangladesh, 2017-Current)

- Maintains recruiting, selecting, orienting, and training employees;
- Accomplishes: planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Completes special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results.
- Maintains continuity among corporate, division, and local work teams by documenting and communicating actions, irregularities, and continuing needs.
- Arranged successfully many workshops, seminars and conferences.

### **2. Senior Executive officer**, Data-Path.Ltd, (Dhaka, Bangladesh, 2008-2011)

- Evaluate credit worthiness of clients.
- Calculate their eligible balance and verify their reason for claiming.
- Provide value-added services when each customer is contacted.
- Originate Loan, Hardship, In-service and termination paperwork.
- Utilizes tools and resources to walk through customers and resolve issues in correspondence form.

Hobby: Implementing different decoration techniques on cakes.

**References:** Available as per request.