

Jui Akter Mim

Atia Para, Dhokkhin Khan, Uttara, Dhaka

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Objective

To establish and grow my career as a **Computer Operator** in a progressive organization where I can apply my skills in data entry, system monitoring, and IT support. I aim to ensure accuracy, efficiency, and smooth operation of computer systems while contributing to organizational goals. With proficiency in MS Office, operating systems, and troubleshooting, I am committed to supporting daily operations and maintaining productivity. My long-term goal is to enhance my technical expertise, learn new technologies, and take on greater responsibilities, ultimately advancing into higher roles within IT and administrative fields.

Experience

Receptionist (Travel Agency)

Al-Amin Air International Tour & Travels — July 2024 to February 2025 (8 Months)

Responsibilities:

- Welcomed and assisted clients with travel inquiries and bookings.
- Handled phone calls, emails, and client documentation.
- Maintained customer records and updated travel itineraries.
- Provided administrative support to ensure smooth daily operations.
- Built positive customer relationships through professional communication.

Call Center Agent (Page Promotion)

Dhaka Call Solutions — January 2024 to June 2024 (6 Months)

Responsibilities:

- Promoted company pages and services through outbound calls.
- Handled customer queries and explained promotional offers.
- Maintained call logs, reports, and performance records.
- Achieved daily and weekly sales/marketing targets.
- Contributed to increasing page engagement and customer reach.

Personal Details

Full Name	: Jui Akter Mim
Father's Name	: Julhas Morol
Mother's Name	: Mayarani
Date of Birth	: 22 December-2006
Permanent Address	: Satvagiya, Shibchar, Pollikumar Para-7930, Madaripur
Marital Status	: Unmarried
Blood Group	: Ab+
Nationality	: Bangladeshi
Religion	: Islam

Education

SL	Name of Exam	Board	Year	Group	Result
1	Secondary School Certificate (SSC)	Dhaka	2023	Science	3.89 GPA
2	Higher Secondary Certificate (HSC)	Dhaka	2025	Arts	Appearing

Conclusion

I am a motivated professional seeking to grow my career as a Computer Operator. With experience in data entry, receptionist duties, call center promotions, and digital marketing, I aim to contribute effectively to organizational success. I am eager to apply my skills, learn new technologies, and take on greater responsibilities while maintaining accuracy, efficiency, and professionalism in all tasks.

Signature: _____

Date: ____ / ____ / ____