

RESUME OF SADIA ISLAM

**Mailing Address:**

17/1(c), Shantibagh, Malibagh, Dhaka -1217

Cell: +8801305538089

Email: sadiaislamony2509@gmail.com

Career Objective:

To build up a challenging environment with excellent career development prospects, where hard work, strict discipline, good communications skill & creative problem solving are the cornerstone of success.

Experience:

Start Date: 19/10/2017 -Till Now

Consecutive 6 Years as a sales associate at Aarong.

- Drive sales through engagement of customers, Suggestive & cross selling and sharing products knowledge.
- Greets & receives customers in a welcoming manner.
- Maintain Visual Merchandising by displaying products.
- Maintain CRM work, Products receiving & stock maintenance with proper way.
- Manage transactions with customers using the cash register.
- Complete audit workpapers by documenting tests & findings.

Academic Background:**Bachelor Of Arts (B.A)**

University	:	University of Dhaka (Affiliated)
Institute	:	Begum Badrunnesa Govt. Girl's College
Department	:	English Literature
CGPA	:	2.52
Start Date	:	01/01/2016
End Date	:	01/05/2020

Higher Secondary Certificate (H.S.C)

Institute	:	Chittagong City Corporation Kaiser- Niloufer College
Department	:	Humanities
Passing Year	:	2015
Result	:	GPA (3.75)
Board	:	Chittagong
Start Date	:	01/07/2013
End Date	:	09/08/2015

Secondary School Certificate (S.S.C)

Institute	:	Hamida Pilot Girl's High School & College
Department	:	Humanities
Passing Year	:	2013
Result	:	GPA (4.44)
Board	:	Rajshahi
Start Date	:	01/01/2011
End Date	:	09/05/2013

Language Skill:

Fluent in Reading, writing, Speaking and Listening (Both in Bengali in English Language).

Special Skills:

- Can work with people of all levels.
- Possess analytical abilities of problem solving.
- Have the ability to do work under pressure in any circumstances.
- Ability to prepare any type of Report work.
- A highly numerate, with excellent communications skills.

Computer Skills:

I am an efficient user of computers such as Microsoft Word, Microsoft Excel, Microsoft Access, PowerPoint, E-mail, Bijoy-Bangla Typing & Internet Browsing.

Training

Safeguarding training, Gender training, Customer service training, Pos (point of sales) training, Time management training, Mind set Refreshing training.

Area of Interest:

Interacting with people, social work, Reading, Cooking, Traveling, Internet Browsing, Listening music & knowing something new.

Personal Details:

Name	:	Sadia Islam
Father's Name	:	Aminul Islam
Mother's Name	:	Roksana Khatun
Date Of Birth	:	08-09-1997
Nationality	:	Bangladeshi
Religion	:	Islam
Gender	:	Female
Marital status	:	Unmarried
Permanent Address	:	Vill: Khaliapara, PO: Ullapara, P.S: Ullapara, Dist: Sirajganj

Certification:

I certify that all information stated in this resume is true and complete to the best of my knowledge. If required and where applicable, this document can be supported by appropriate & authentic certificate/papers.

Reference

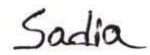
MD.Masud Rana

Sub Registrar

Directorate of Registration

Email: masudrana17.mk@gmail.com

Contact: 01857843094



Signature