

## PERSONAL INFORMATION

## FATEMA MORIOM



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Sex: Female | Date of birth 13/01/1993 | Nationality : Bangladeshi

## CAREER OBJECTIVE:

To obtain a challenging and dynamic position with long term career opportunity; this will allow me to utilize my skills and knowledge in achieving the goal of success.

## EMPLOYMENT HISTORY:

### Trainee Customer Manager (07 September 2016 - 28 May 2018)

#### Grameenphone Ltd.

Company Location: Amborkhana Point, Sylhet.

Department: Customer Service



#### Job Description:

- Enhancing organizational efficiencies and operations using technical and interpersonal skills.
- Performing data entry, report preparation, and organizational tasks.
- Composing business correspondence and preparing statistical spreadsheet analysis.
- Coordinating materials for review with management and implementing needed procedures.
- Review and ensure that all of the information provided by clients is accurate and correct, preparing and checking all legal documents.
- Maintaining good relationship with clients.

#### Training:

- Retail Excellence Training

## ACADEMIC QUALIFICATION:

Exam Title	Major	Institute	Result	Pas.Year	Duration
MBA	Finance & Banking	Leading University, Sylhet	CGPA:3.31 out of 4.00	2018	1 Year
BBA	Finance & Banking	Leading University, Sylhet	CGPA:3.10 out of 4.00	2016	4 Years
HSC	Science	Madan Mohan College, Sylhet	CGPA:3.20 out of 5.00	2011	2 Years
SSC	Science	Juri High School, Juri	CGPA:4.25 out of 5.00	2009	2 Years

#### COMMUNICATION SKILLS:

- Excellent communication skill both in Bengali and English.
- Ability to maintain good interpersonal relationships.

#### TECHNICAL STRENGTHS:

- Able to prepare any type of documents with MS word & MS Power Point
- Having knowledge on Internet browsing and e-mail

#### REFERENCES:

##### **Professional**

Abdul Motaleb Rasel  
Center Head  
Grameenphone Center  
Amborkhana Point, Sylhet  
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##### **Academic**

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Yours Sincerely,



**Fatema Moriom**