



NAJMIN AKHTER SHEULY

FRONT DESK CUM
CUSTOMER CARE
EXECUTIVE

OBJECTIVE

To work in a growing vision oriented organization with excellent career growth prospects where intensive study, research work, leadership ability, decision making skill and creative problem-solving qualities are the key factors for success.

EXPERIENCE

- **Oct-2019 - Present** **Al-Haramain Hospital Pvt. Ltd.**
Front Desk Cum Customer Care Executive.
 - Greet and attend to patients in person and over the phone.
 - Handling customers query.
 - Schedule appointments between doctor and patients.
 - Maintaining patients all types of bill.
 - Maintaining various types of registration/admission.
 - Assists doctors, staff, visitors and patients.
- **May 18 - jul 18** **Shahjalal Islami Bank Ltd.**
Internship

EDUCATION

- **2012 - 2017** **Bachelor Of Business Administration (BBA)**
Metropolitan University , Sylhet
CGPA: 3.81 out of 4.00
Major: Marketing
- **2012** **Higher Secondary Certificate (HSC)**
Sylhet Govt. College , Sylhet
Group :Humanities
GPA :3.40 out of 5.00
- **2010** **Secondary School Certificate (SSC)**
Syed Hatim Ali High School, Sylhet
Group :Science
GPA :4.44 out of 5.00

PROJECTS

- **MEASURING CONSUMER SATISFACTION TOWARDS MOBILE OPERATOR**
Metropolitan University
Role: group leader
Team Size: 08
Project Duration: 7 Day
Project Detail: reason of prefer, privilege, and use of various mobile operators.



CONSUMERS IMPULSIVE BUYING BEHAVIOR.

Metropolitan University

Role: Group leader

Team Size: 05

Project Duration: 4 Day

Project Detail: Why and how consumers make impulsive buying.

CONSUMER BEHAVIOR ON MOBILE PHONE COMPANY

Metropolitan University

Role: group leader

Team Size: 06

Project Duration: 10 Day

Project Detail: How consumer prefer the brand, why, and their opinion and feedback towards the brand.

SKILLS

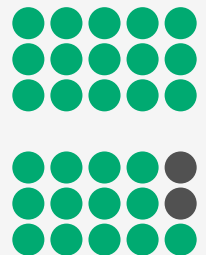
Language

Bangla
English



Skills

Honesty
Flexibility
Time
management
Communication
M/S Office
Quick learning



REFERENCE

DR. Nahian Ahmed, Assistant
Director,
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**Major General Mohammad
Ashab Uddin (NDC, PSC) Retd**
, Ambassador of BD to Kuwait
& Yeman,
General Officer Commanding,
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CONTACT

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