

Prem Singho

Student & Admin Assistance

Motivated and encouraged to improve in self development by accepting opportunities as many as possible and creating new interests.



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Sylhet, Bangladesh

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EDUCATION

HSC

Sylhet Commerce College

06/2018 - 06/2020

Courses

- Science

4.17

Bachelor in English

Nabiganj College

08/2021 - Present

Honor's

- English

Sylhet

AFFILIATIONS/WORK EXPERIENCE/VOLUNTEERING

Admin Assistance

Taj Accountants

03/2022 - Present

An UK based Accounting Firm

Responsibilities

- Various emails Handling
- Write and edit documents from letters to reports and instructional documents
- Prepare communications, such as memos, emails, invoices, reports & other correspondence
- Collate and distribute mail
- Schedule and coordinate staff and other meetings
- Schedule appointments and maintain calendars

Contact : Samea Ahmed - sameaa.taj@gmail.com

London, United Kingdom

Marketing Executive

Globalturn

11/2020 - 03/2022

Denmark Based Consultancy firm

Achievements/Tasks

- Communicating with the universities regarding student's admission process
- Gathering and organizing student's educational background data and helping out in applying applications for universities
- Advising and informing students on various programs offered by universities and helping them decision making
- Submitting university admission application
- Marketing**
- Distributing newsletters to agents and students

Contact : Bikash Chandra Karmaker - +4550231317

Sylhet Branch, Bangladesh

SKILLS

Communications and collaboration

Computer skills

MS Office skills

Content Writing

Organizational skills

Decision-making

Typing

Customer service

Front desk

Data entry

QuickBooks

Basic graphic designing skills

Incorporation

Onboarding

Advance Emailing

VOLUNTEER EXPERIENCE

Project Pawmis (10/2019 - 10/2021)

- Project Pawmis promises the arrangement of a rabies vaccination and a food program for over 100 dogs in both Dhaka and Sylhet.

CERTIFICATES

SSC (2016 - 2018)

HSC (2018 - 2020)

Leader of Girl Guiding (2014 - 2018)

Computer Course (02/2018 - 06/2018)

LANGUAGES

English

Full Professional Proficiency

Bangla

Full Professional Proficiency

Hindi

Professional Working Proficiency

Manipuri Meitei

Full Professional Proficiency

INTERESTS

Singing

Playing musical instruments