

Last Updated : **January 8, 2018**

## **SUCHIS MITA ISLAM**

Address: 25/3 Golapbug, 3rd Floor, Flat A- 7, Dhaka -1203  
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### **Career Objective:**

Intend to work in challenging and competitive environment where good governance and strong sense of responsibility and commitment is required, dignity of work provides job satisfaction.

### **Special Qualification:**

CCA (Certificate Course in Computer Application) and spoken both English and Bangla

### **Employment History:**

**Total Year of Experience : 2.3 Year(s)**

**1. Fronts Desk Executive ( April 16, 2017 - Continuing)**

**Perfetti Van Melle**

Company Location : Tejgaon Link road, Gulshan  
Department: HR

**2. Call Center Executive (Outbound) ( October 10, 2016 - April 16, 2017)**

**The City Bank Ltd**

Company Location : Venus Complex, Kha 199/3 (2nd Floor) Progati Sarani, Middle Badda, Dhaka - 1212  
Department: Alternate Delivery Channels

**Duties/Responsibilities:**

Maintain database, answering inquiries, resolving problems, serving information and service to the customer, etc.

**3. Intern ( January 8, 2015 - April 13, 2015)**

**South Bangla Agriculture and Commerce Bank Limited**

Company Location : A M M Center, Shat Masjid Road Road: 3/A, House:56/A, Dhanmondi, Dhaka.  
Department: General banking

**Duties/Responsibilities:**

Account opening, Cheque book issue, Pay Slip and Pay Order issue, Clearing, Cash, Etc

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBA	Human Resource Management	Stamford University Bangladesh	CGPA:3.59 out of 4	2016	1	Post Graduate
BBA	Marketing	National University	CGPA:3.06 out of 4	2013	4	Graduate
HSC	Business Studies	National Ideal College	CGPA:4.6 out of 5	2009	2	-
SSC	Business Studies	Kamrunnessa Govt Girls High School	CGPA:4.13 out of 5	2007	10	-

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Diploma in Computer Graphics Design	Adobe Photoshop, Adobe Illustrator, Page Maker, Corel Draw, etc	National Youth Training Academy (NYTA)	BANGLADESH	8, Hatkhola Road, Tikatuli, Dhaka - 1203.	2009	6 MONTHS
Certificate Course in Spoken English	Fundamentals, Grammar, Words, Expression, Dialogue, Listening, Reading, Vocabulary, Advanced Writing, etc.	National Youth Training Academy (NYTA)	Bangladesh	8, Hatkhola Road, Tikatuli, Dhaka - 1203.	2007	2 months
Certificate Course in Computer Application	Computer Fundamentals, Windows, Ms Word, Ms Excel, Ms Power Point, Hardware Concepts, Internet, etc.	National Youth Training Academy (NYTA)	Bangladesh	8, Hatkhola Road, Tikatuli, Dhaka - 1203.	2007	2 months

### **Career and Application Information:**

Looking For : Entry Level Job  
 Available For : Full Time  
 Present Salary : Tk. 20000  
 Expected Salary : Tk. 20,000  
 Preferred Job Category : Bank/Non-Bank Fin. Institution, General Management/Admin, HR/Org. Development  
 Preferred District : Dhaka  
 Preferred Organization : Banks, Telecommunication, Advertising Agency, Govt./ Semi Govt./ Autonomous body, NGO, Newspaper/Magazine, Consulting Firms, Manpower Recruitment, Group of Companies, Call Center, Call Center, School

### **Personal Details :**

Father"s Name : Shafiqul Islam  
Mother"s Name : Shamsun Nahar  
Date of Birth : June 18, 1991  
Gender : Female  
Marital Status : Unmarried  
Nationality : Bangladeshi  
Religion : islam  
Permanent Address : Vill- Manikarchar, Thana- Meghna, P.O: Meghna, Zilla- Comilla  
Current Location : Dhaka

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