



Atifa Anjum

To work hard in an organization with full determination and dedication to achieve organizational as well as personal goals.

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📍 152 Rajbari, Raynagar,
sylhet

📅 Date of birth 03/12/1998

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Education

Since January 2019 Bachelor of Hons. (Economics)
[MC College](#) Tilagor, Sylhet

From July 2016 to July 2018 HSC
[Scholarshome](#) TV Gate, Sylhet

From January 2014 to February 2016 SSC
[Scholarshome](#) TV gate, Sylhet

Work experience

From August 2018 to July 2019 Front Desk Executive
[Nawab's Kitchen & Rain Terrace](#) 7, Natasarak, Sylhet

From August 2018 to July 2019 Cash Manager
[Nawab's Kitchen & Rain Terrace](#) 7, Noyashorok, Sylhet

Languages

English



Since I have studied in an English version school and college over my school and college years, it helped me to master this language. I can understand a wide range of demanding, longer texts, and recognise implicit meaning. I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social, academic and professional purposes. I can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices.

Assets

Can negotiate with others & also a quick learner



My strongest asset is that I can negotiate with others very easily. I have developed these skill through working in my previous company. And I am also a quick learner. If anything that comes out of my area, I would give my best to master it as early as possible.

Interests

Drawing I have incredibly good drawing skill.

Skills

Maintaining the Front Desk



From my past job experience, I have acquired the skill of keeping up the reception desk running smoothly which includes answering all the calls, providing the necessary information to the customers, writing all receipt etc.

Handling the cash & reception areas



I have good experience on handling these areas and it has been my main role in the company. I am really focused to do what to be done and I am well determined to get the best out of it.

Communication



In basis of work experience I gained over last one year, I have worked on developing my communication skill with customers and make them understand easily what they are up to.