

CV of CHAITY MAJUMDER



Contact Number: 01861-295665

E-mail: chaitymajumder20@gmail.com

Present Address:

9, Nandan Kanan, Lane No: 1,
PO: GPO - 4000, PS: Kotwali, District: Chattogram.

Career Objective:

A dedicated and detail-oriented individual looking for an entry-level position at a well-reputed organization to gain experience and exposure and expand my knowledge.

Experience:

- ❖ Position: Program Organizer Dabi (Loan Officer)
- ❖ Location: Madarbari Branch, Chattogram, Brac NGO.
- ❖ Duration Date: April - 2018 to March – 2019
- ❖ Responsibility: To admit new clients according to target and facilitating loan disbursement to new and existing borrowers. Ensuring installment collection on the definite collection date and giving effort to overdue realization as per set target.
- ❖ Position: Junior Officer Accounts (Finance & Banking)
- ❖ Location: Khulshi Branch, Chattogram, Sajida Foundation.
- ❖ Duration Date: January to June, 2025
- ❖ Responsibility: Carrying out all financial transactions of the branch in accordance with the policy, making entries in the software and maintaining the related documents and registers. Helping in office management .

Academic Qualifications:

Name of Exam	Passing Year	GPA/Division	Group/Subject	Institutions
MBA	2016	2.84 (out of 4.00)	Management	Govt. Commerce College, Chattogram under National University.
BBS	2013	3 rd Class	Business Studies	Govt. City College, Chattogram under National University.
HSC	2009	2.80 (out of 5.00)	Business Studies	Girls' College, Chattogram.
SSC	2007	3.81 (out of 5.00)	Business Studies	Krishna Kumari City Corporation Girls' High School, Chattogram.

Courses:

- Title: Job Readiness Training
Organization: Career HUB- BRAC.
Duration: 4 days, December 2023.
Function: Job Readiness Training assesses an employee's current skills and expertise and their adaptability and potential to grow within the position or organization.
- Title: Professional Customer Service Training, Hello World Communication.
Organization: Bangladesh Association of Call Center & Outsourcing,
Skills for Employment Investment Program.
Duration: About 3 months, June 2019.

Function: The aim of PCS training is to develop customer service skills such as active listening, empathy, problem- solving and communication.

➤ Title: WSDA Certificate

Organization: Workplace Skills Development Academy, New Zealand.

Duration: 7days, June 2019.

Function: Communicative English Language Speaking Training program.

Digital Skill:

Microsoft Office Applications:-

Word: Basic Level

Excel: Basic Level

Powerpoint: Basic Level

Access: Basic Level

Language Proficiency:

Bangla: Native

Chatgaiya: Fluent

English: Mid-level

Skills:

- Management Skills
- Teamwork
- Strong work ethics
- Customer Service
- Other Skills

Personal Information:

Father's Name : Kanu Chandra Majumder
Mother's Name : Rickta Majumder
NID : 2382400014
Date of Birth : 10-11-1990
Permanent Address : C/O: Majumder Bari,
Village: Chickdair, PO: Janali Hat, Post Code: 4342,
PS: Raozan, District: Chattogram.

References:

Name: Dharmendu Kar
Title: Income tax Lawyer
Legal Adviser of Vat & Company
Address: CGO Building- 1,
Agrabad, Chattogram- 4000
Contact No: 01991947325
E-mail: dharmendukar@yahoo.com

Name: Bishwajit Nath
Title: Commercial Manager
Company Name: Stitch Tone Apparels Ltd.
Address: 18/19, Strand Road, Champa Tower,
Mazirghat, Chattogram- 4000.
Contact No: 01819915068
E-mail: bishwajit@stitchtonebd.com


Signature

