



 tabassumnunb@gmail.com

 01721541183,

 Dhaka, Bangladesh

Education

Dhaka central university(Affiliated 7 College) 2022
Management (MBA)
CGPA 3.44

Dhaka Central University(Affiliated 7 College)-2021
Management (BBA)
Cgpa:3.02

Higher Secondary School Certificate (HSC)
Result: 4.75 (out of 5.00)
Subject: Business Studies
Passing Year: 2017

Secondary School Certificate (SSC)
Result: GPA 5
Subject: Business Studies
Passing Year: 2015

SKILLS

- Microsoft Office Suite
- Live Chat
- Social media management
- Data entry
- Customer relations management
- Customer relations management
- Multitasking
- Fluent In English

LANGUAGE

Bangali
English

TABASSUM NUN BINTY

Business Administration Graduate

PROFESSIONAL SUMMARY

I am ambitious Professional with a strong desire to grow within the corporate sector. My previous experience includes roles as Human Resources Consultant, Customer Experience and Seller Support, as well as a General Banking Trainee. I am fast learner with a proven ability to adapt quickly to fast-paced environments and take on new challenges. Known for my punctuality, I consistently deliver quality work within deadlines. I am available to start immediately and eager to contribute to dynamic organization.

EXPERIENCE

Daraz Bangladesh LTD.

Executive officer_Oct 2023 – Dec 2024(bananiHQ)
Managed customer inquiries, orders, and returns while ensuring quick issue resolution and customer satisfaction.

TRAINING

Al-Arafah Islami Bank LTD.

Internship Trainee | Feb 2023 – May 2023
Assisted customers and developed communication skills.
Supported issue resolution with management.

REFERENCE

- Name: Md. Arman Sheikh
- Designation: Team Lead Seller Ops
- Mobile: 01847271516
- [Email: Arman.seikh@alibaba-inc.com](mailto:Arman.seikh@alibaba-inc.com)