



MENTU MOLLA

Career Objective

I intended work in a challenging position of an organization that has a competitive environment where a strong sense of responsibility and commitment is required. Creativity, Sincerity, skill, and performance are the criteria for appraisal and recognition, as well as where dignity of work provides job satisfaction.

Contact



+8801636047290



mentumolla515@gmail.com



Vill- Malidanga, P.O- Tularampur,
Upazilla- Narail sadar, Dist- Narail.

Language

- Bengali – Fluent in Reading writing & Speaking.
- English – Fluent in Reading Writing & Speaking.

Computer Skills

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Internet Browsing
- Mailing

WORK EXPERIENCE

Organization : UDC Construction Ltd.

Designation : Toll Collector

Duration : 2 Years

Key Responsibilities:

- ✓ Transaction Management: Efficiently collected toll fees from various vehicle types (light to heavy) and issued accurate receipts.
- ✓ Cash Handling: Processed cash, credit cards, and electronic payments while maintaining a balanced cash drawer with zero discrepancies.
- ✓ Traffic Flow Optimization: Assisted in managing vehicle lanes to prevent congestion and ensure a smooth flow of traffic during peak hours.
- ✓ Financial Reporting: Prepared detailed daily shift reports and reconciled total collections with system-generated data before handing over to the supervisor.
- ✓ Customer Support: Provided commuters with directions, toll rate information, and resolved minor disputes or payment issues professionally.
- ✓ System Monitoring: Operated toll collection software and reported any technical glitches or equipment malfunctions to the maintenance team immediately.

EXTRA- CURRICULAR ACTIVITIES

- ✓ Organizational Leadership: Served as an active member of the organizing committee for college festivals, handling logistics and team coordination.
- ✓ Community Volunteering: Dedicated time to local non-profit organizations for social welfare projects and humanitarian aid distribution.
- ✓ Event Management: Coordinated various seminars and workshops, ensuring smooth execution and effective communication among participants.
- ✓ Public Speaking & Communication: Participated in debating competitions and group discussions, enhancing the ability to present ideas clearly and persuasively.
- ✓ Social Media Coordination: Managed online community groups and professional pages, developing skills in digital engagement and audience management.

SOFT SKILLS

- ✓ Attention to Detail: Ensuring error-free documentation and professional formatting.
- ✓ Client Communication: Managing customer inquiries and providing professional service consultations.
- ✓ Time Management: Ability to handle multiple projects and meet tight deadlines (especially during exam seasons or peak business hours).
- ✓ Problem Solving: Quick thinking to resolve technical or logistical issues.

MY TRAITS

- Work Under Pressure
- Responsible & Punctual
- Punctual
- Good Relation Skills
- Energetic
- Active Learner
- Good Communication Skills With People

HOBBIES

- Reading Books
- Traveling
- Playing Sports
- Learning New Things
- Photography
- Writing
- Community Involvement

EDUCATIONAL QUALIFICATIONS

- **2023 – Bachelor of Business Administration (B.B.A)**
Institution : Narail Govt. Victoria College
University : National University
Subject : Management
CGPA : 2.44 (out of 4)
- **2016 – Higher Secondary School Certificate (H.S.C)**
Institution : Maijapara Degree College
Group : Business Studies
Board : Jashore
GPA : 3.50 (out of 5)
- **2014 – Secondary School Certificate (S.S.C)**
Institution : P.B.M High School
Group : Humanities
Board : Jashore
GPA : 3.63 (out of 5)

PERSONAL DETAILS

- Full Name : Mentu Molla
- Father's Name : MD. Nazrul Molla
- Mother's Name : Hasina Begum
- Permanent Address : Vill- Malidanga, P.O- Tularampur, Upazilla- Narail sadar, Dist- Narail.
- Date of Birth : 05/09/1998
- Nid No : 9155437768
- Nationality : Bangladeshi
- Religion : Islam
- Sex : Male
- Marital Status : Married
- Blood Group : A+

DECLARATION

- I hereby certify that the above statements are true and correct for the best of my knowledge and beliefs.

MENTU MOLLA

.....