

# Curriculum Vitae

## MUSARRAT AFRIN

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## CAREER OBJECTIVE

To start my career with an organization that will utilize my **MANAGEMENT, SUPERVISION and ADMINISTRATIVE** skills to benefit mutual growth and success.

## ACADEMIC QUALIFICATIONS

### Graduate Education: (Present)

Name of the Degree : Masters in Business Administration (**MBA**)

Department : School of Business

Institution : North South University

CGPA : 2.60 (in the scale of 4.0)

Majored In : Human Resource and Management

### Undergraduate Education: (2007- 2011)

Name of the Degree : Bachelors in Business Administration (**BBA**)

Department : School of Business

Institution : American International University of Bangladesh

CGPA : 3.11 (in the scale of 4.0)

Majored In : 1<sup>st</sup> Accounting and Finance,  
: 2<sup>nd</sup> Human Resource and Management

### Higher Secondary Certificate (HSC)

Group : Business Studies Group

Board : Dhaka Board, 2006

GPA : 3.80 (Out of 5 scales)

Institution : College of Development Alternative (CODA)

### Secondary School Certificate (SSC)

Group : Humanities Studies Group

Board : Barisal Board, 2004

GPA : 2.81 (Out of 5 scales)

Institution : Barisal Government Girls High School

## **EXPERIENCES**

### **1) Surecell Medical Ltd.**

Designation: Office Executive

Department: Accounts

Duration: August 2016 to July 2018

- Monitoring customer accounts and reporting about billings on daily basis.
- Managing the correspondence between the sales team and their clients.
- Providing data and report to help the sales team.
- Keeping track of sales team.
- Ensuring patient registrations and appointments.
- Working with passion and positive attitude to maintain customer service and care.

### **2) Transaction World Limited and World Education Service Ltd.**

Designation: Executive Accountant

Department: Finance

Duration: June 2012 to September 2012

- Track and Maintain all daily Operations.
- Support Customers with needs and assisting them to open student files in accounts. (receive money for Registration fees, VISA fees, Tuition fees, Ticket fees Etc).
- Ensure Visibility on Customers Service level and Progress.
- Key Account Management.
- Process management and Evaluation.
- Generation of revenue through effective client support.

### **3) Transaction World Limited**

Designation: Executive Marketing

Department: Marketing

Duration: April 2012 to May 2012

- Continuous Market Channel Development
- Evaluate Customers
- Customer Support through Phone, Tele Marketing

#### **4) NCC Bank Ltd.**

Designation: Intern.

Department: Credit Department Tenure

Duration: October 2011 to December 2011

- Perform the functions of foreign exchange section.
- Monitors observe the working environment in commercial banks.
- Evaluate existing banker-customer relationship.

#### **KEY QUALIFICATION**

- Fluent in English writing and verbal communication.
- Strong communication and sound presentation skill.
- Good leadership and analytical skill.
- Proficient at negotiations and good at documentations.
- Ability to work independently or as part of a team with drive and commitment to results.

#### **COMPUTER LITERACY**

Application	: MS Word, MS Excel, MS Power Point, Photoshop.
Operating System	: Windows operating system.
Internet	: Suitable working knowledge.

#### **PERSONAL ATTRIBUTE**

- Act with sincerity, honesty, loyalty.
- Dedicated towards professionalism.
- Cope with new environment by both self-motivating and influencing others.
- Quick learner, hardworking and time conscious.

#### **REFERENCES**

##### **MD. Abdul Motallib**

First Asst. Vice President and Manager  
Premier Bank Ltd.  
Ashkuna Branch, Uttara, Dhaka.  
Cell: 01713-036507

##### **M Mujibul Haque**

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