



ISRAT JAHAN

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SUMMARY

Hardworking and honest person with good communication and organizing skills. Able to manage showroom operations, handle customers politely, and keep everything running smoothly. Always focused on maintaining discipline, teamwork, and customer satisfaction.

WORK EXPERIENCE

Customer Service Assistant (Part-time) 2023 – 2024
Local Retail Store (Amrin Shop)

- Helped customers find products and handled basic inquiries politely.
- Maintained product display and assisted with daily shop organization.
- Supported the cashier team during busy hours to improve service speed.

Team Coordinator 2024-2025
Maya Eco Super Shop

- Managed a small team and coordinated event setup and logistics.
- Communicated with vendors and maintained discipline among members.
- Gained strong leadership, communication, and organizational experience.

EDUCATION

Hon's In L.L.B 2019 - Present
Northern University Bangladesh

HSC 2018
SHER-E-Bangla School And College

SSC 2016
Shailer Kanda High School

ADDITIONAL INFORMATION

- Technical Skills: Research & Analysis, Script Writing, Storytelling, Creative Writing, Content Structuring, Digital Research Tools (Google Scholar, Notion, ChatGPT), Audience Psychology, Performance Marketing (Meta Ads Basics)
- Languages: English, Bengali, Hindi, Urdu.
- Certifications: Creative Storytelling & Script Writing (Self-Learning), Performance Marketing Fundamentals (Meta), Digital Communication & Research (Personal Development)