

Curriculum Vitae

Bibi Ayesha Akter Emu



Contact Information :

- **Mailing Address :** Left Side Lane Of M.D.C Port View, Halishahar Road, Chotopool, Agrabad, P.O. - Bandar, P.S. - Halishahar, Dist. - Chittagong (4100).
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Career Objective :

- Dedicated and hardworking professional seeking a suitable role where I can use my experience in accounts and administrative support to help with smooth office operations and contribute to the company's success.

Key Skills & Competencies :

- Highly disciplined, punctual, and responsible.
- Strong ability to motivate and influence people.
- Effective team player with excellent collaboration skills.
- Hardworking and capable of working under pressure.
- Quick learner, adaptable to change.

Educational Qualifications :

Masters of Business Studies (M.B.S) :

- **Institution Name** : Govt. Commerce College, Chittagong
- **Subject** : Department Of Management
- **Year Of Completion** : 2011 (Exam. Held In The Year 2014)
- **Result** : 1st Class
- **Board/University** : National University In Chittagong

Bachelor of Business Studies (B.B.S) (Hon's) :

- **Institution Name** : Islamia University College, Chittagong
- **Subject** : Department Of Management
- **Year Of Completion** : 2010 (Exam. Held In The Year 2012)
- **Result** : 2nd Class
- **Board/University** : National University In Chittagong

Higher Secondary Certificate (H.S.C) :

- **Institution Name** : Saraipara City Corporation School & College, Chittagong
- **Subject** : Business Studies
- **Year Of Completion** : 2006
- **Result** : G.P.A - 3.10
- **Board** : Chittagong

Secondary School Certificate (S.S.C) :

- **Institution Name** : Gorib - E - Newaz High School, Chittagong
 - **Subject** : Humanities
 - **Year Of Completion** : 2004
 - **Result** : G.P.A - 2.75
 - **Board** : Chittagong
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Technical Skills :

- Proficient in Windows operating system.
 - Skilled in Microsoft Office Suite (Word, Excel, PowerPoint).
 - Familiar with email management and internet functions.
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Language Proficiency :

- Fluent in Bengali and English (reading, writing, and speaking).
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Professional Experience:

Junior Executive – Accounts Department

- Company : Reputed C&F Logistics, Chattogram
- Duration : 1 September 2015 - 5 March 2021 (5 Years 6 Months)
- Key Responsibilities :
 - ✓ Preparing and processing financial documents and account statements.
 - ✓ Coordinating with clients and customs officials for smooth financial operations.
 - ✓ Maintaining accurate records of transactions and ensuring regulatory compliance.

Receptionist – Collation and Reporting Department

- Company : Chevron Clinical Laboratory (PTE) Ltd, Chattogram
 - Duration : 10 May 2022 – 31 October 2024 (2 Years 5 Months)
 - Key Responsibilities :
 - ✓ Managing front-desk operations and assisting patients with inquiries.
 - ✓ Collating medical reports and ensuring timely delivery to clients.
 - ✓ Supporting the reporting team with data entry and document management tasks.
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Declaration :

I hereby certify that the information provided in this Curriculum Vitae is accurate and complete to the best of my knowledge. I authorize the relevant authorities to verify the details provided.



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