



MOHASINA MONJURI KUSUM

PROFILE

To obtain a challenging position in any area of Business and Education that will provide future opportunities for growth, development and to use my skills and experience that I have acquired in my educational life and to dedicate my whole effort to achieve the organizational goal.

CONTACT

PHONE: +8801624304283
EMAIL: mohsinamonjuri@gmail.com
Address: 67/B, Monipuripara, Farmget, Dhaka

LANGUAGE

Bangla (Fluent)
English (Intermediate)

SKILLS

- Windows XP, Windows 7, Windows 10
- Computer MS Office Application and Internet Browsing Course.
- Able to prepare any type of documents with MS word

EDUCATION

Swarupkathi Pilot Model High School

Group – Humanities
Passing Year - 2016
GPA – 4.89

Shahid Smrity Degree College

Group – Humanities
Passing Year - 2018
GPA – 4.00

Prime University

2019 – 2023
Subject - Law
Final Year

WORK EXPERIENCE

Project Second Home – Client Executive

Aug 2019 – April 2020

- Manage large amounts of inbound and outbound calls in a timely manner. Follow communication script when handling different topic.

Kids Time– Parent Support Executive

July 2020 – Jan 2022

- Assessing the needs of the clients. Creating a plan of support for the clients based on a needs assessment .

Mk Shipping– Customer Care Executive

Feb 2022 – August 2024

- Responding to customer inquiries via phone regarding travel packages, reservations, cancellations, and any other related queries.

ASSURANCE

I would be appreciated if you give me an opportunity to work with you and to execute myself with your support. All the information provided here are correct and complete.

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Signature