



Contact

Bur Dubai, U.A.E

+971-509153556

ismatfarhana0506@gmail.com

Skills

- ❖ Staff Management
- ❖ Operations
- ❖ Document controller
- ❖ Leadership
- ❖ Time Management and Organization
- ❖ Communication Skills

Education

BGC Trust University

Bangladesh

BBA Bachelor of Business

Administration

Major in Finance

CGPA: 3.25 out of 4

Session: 2013-2016

NCCBL"-NCC Bank Limited,
Bangladesh

Certified completed internship on
credit management

ISMAT FHARHANA RESMI

Summary

- ❖ Qualified Administration Assistant with extensive background in advanced management processes. Utilizes superior communication skills to build meaningful, trusting relationships that exceed client demands. Highly skilled project manager with outstanding team leadership abilities to meet targets consistently.
- ❖ Productive employee with proven track record of successful project management and producing quality outcomes through leadership and team motivation. Works with clients to determine requirements and provide excellent service. Dedicated Administration Assistant with experience in achieving tangible results and cross-team

Personal Information

- ❖ Father Name: Mohammad Younus Miah
- ❖ Mother Name: Johara Begum
- ❖ Date of birth: 10/10/1994
- ❖ Gender: Female
- ❖ Nationality: Bangladeshi
- ❖ Marital status: Married
- ❖ Religion: Islam

Languages

- ❖ English
- ❖ Hindi

Hobbies and interests

- ❖ Swimming
- ❖ Traveling
- ❖ Cycling
- ❖ Reading
- ❖ Cooking