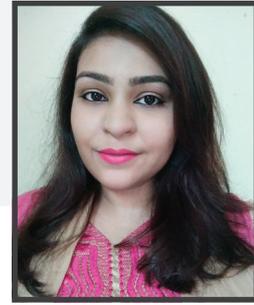


MUSHTAB SHIRAH



PROFESSIONAL STATEMENT

I want to work in an environment where there is an opportunity of self-assessment and improvement in both individual and group based jobs that frequently faces various critical challenges and serves the community with individual skills.

EXPERIENCE

- (June 15, 2014 – December 31, 2014)
Assistant Relationship Officer
Department: Consumer Credit
Bank Asia Ltd. Job Responsibility: handling front office reception and administration duties, answering phones, handling company inquiries, and sorting and distributing mail. File documentation.
- (July 2015- November 2015)
Brand Executive
Department: Marketing
Disrupt Technology Job Responsibility: client servicing, client Management, organizing of their ongoing project and execution.

EDUCATION

- MBA**
2017 Major: Marketing
Result: 3.15 | Department: Business Studies
American Intl. University-Bangladesh (AIUB)
- BBA**
2013 Major: Operations Management
Result: 2.77 | Department: Business Studies
American Intl. University-Bangladesh (AIUB)
- HSC**
2006 Group: Business Studies
Result: 3.40 | Division: Dhaka
Motijheel Ideal School & College
- SSC**
2004 Group: Business Studies
Result: 3.50 | Division: Dhaka
Wills Little Flower School & College.

REFERENCES

Monzur Ahmed
Assistant vice president
Southeast bank ltd
Eunoos tower
52/53 dilkusha
Dhaka 1000
+8801794696163

tanmoy paul sumit
Head of marketing
Utshob group
Anwar landmark sensation
Flat : B2 house#17-18
Shaymoli Dhaka 1207
01715791858

PROFILE

Name
Mushtab Shirah

Address
Flat no:1/202
Eastern Peace,
30,Shantinagar Bazaar Road
Dhaka:1217

Phone
01730487044
01884482470

Email
shirahtasnim@gmail.com

Father's Name : Yousuf Hossain
Mother's Name : Jahanara Begum
Date of Birth : October 15, 1989
Gender : Female
Marital Status : Single
Nationality : Bangladeshi
Religion : Islam
Permanent Address : 14, Kakrail
Shantinagar Bazar Road Dhaka : 1000
Current Location : Dhaka

TRAINING

1. Consumer Products Marketing and Recovery Strategy.

Institute: Bank Asia Ltd. **Duration:** 2 days
Topic: Risk Management for Consumer Credit, Recovery & legal procedure for classified loans under Consumer Credit, Standard tools & techniques for collection & monitoring of Consumer Credit

2. Customer Service Training

Institute: Alison Certificate Course
Duration: Online
Topic: Dealing with customer in order to satisfy their need

SKILLS

Good Knowledge on Microsoft Word, Microsoft Excel & proficient with Net Surfing & E-mail.

LANGUAGE PROFIDIENCY

	Reading	Writing	Speaking
English	High	High	High
Bengali	High	High	High