



Ismat Fharhana Resmi

Address : Lootah Building 5th Floor 513, Behind Baqer Mohebi Supermarket, Bur Dubai, U.A.E.

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Skills:

- Staff Management
- Operations Management

Work History:

- ❖ Applied Customer feedback to develop process improvement and support long-term business needs.
- ❖ Achieved financial goals on regular basis by controlling expenses, optimizing schedule and regulating inventory usage.
- ❖ Adjusted job assignments and schedule to keep pace with dynamic business needs factoring in processes, employee knowledge and customer demands.
- ❖ Reviewed performance data to monitor and measure productivity, goal progress and activity levels.
- ❖ Established and updated work schedule to account for changing staff levels and expected workloads.
- ❖ Developed and maintained relationships with customers and suppliers through account development.

Education :

Exam Title	Concentration/Major	Institute	Result	Pas. Year	Duration
Bachelor of Business Administration (BBA)	Finance	BGC Trust University Bangladesh	3.25 Out Of 4	2016	4-Years

Certified completed internship on credit management on NCCBL'-NCC Bank Limited, Bangladesh.

Languages :

English, Bangla, Hindi.

Software :

MS Office, Free lancing (BKTTC), Chittagong.

Personal Details :

Father's Name : Md. Younus Mia
Mother's Name : Juhara Begum
Date of Birth : 10 October 1994
Gender : Female
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam

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