

Fatema Akter

Job Title (Accounts Collection) Welder, Driver, Farm Worker

123 Your Street
Your City, ST 12345
(+123) 456-7890
abcd@example.com

EXPERIENCES

Bell Aliant, Montreal, Canada — Collection Agent

January 2021 - PRESENT

- Receiving & scheduling meetings within an organization through phone calls & emails.
- Giving knowledge about new products to the sales team through phone calls.
- Handling all challenges and performing all multitasking jobs where needed.

Atex Clothing, Dhaka, Bangladesh — Human Resource Analyst

May 20XX - August 20XX

- Updated employee benefits information brochures regularly by which all data was in the process timely and the brochure printed 100% accurate.
- Regularly followed office duties as assigned in the product brochure.

EDUCATION

School Name, Dhaka, Bangladesh

MONTH 20XX - MONTH 20XX

Secondary School Certificate (SSC)

School Name, Dhaka, Bangladesh

MONTH 20XX - MONTH 20XX

Higher Secondary Certificate (HSC)

CERTIFICATIONS & LICENSES

Certificates/ Licenses — Detail

Heavy Vehicles License (Class- XXX)

Health, Safety & Environment in construction (CSCS)

SKILLS

Computer Proficiency:

Proficient in the use of MS Office tools and the Internet to conduct research.

Have vast knowledge in OS like Windows 98, 2000 (professional), XP, 7, and Mac OS.

Social media sites like Facebook, Twitter, Instagram.

(include Your Mixed Skills)

AWARDS/ Achievements

Works in many blood donation programs as a volunteer of ORCA, Bangladesh.

LANGUAGES

Bengali, English Fluent (speaking, Reading, Writing), Hindi, Urdu, Arab, Italian, German, French, Spanish.

Reference

Recent workplace supervisor/ managers Contact Info