

Mostakim Jobair Mahim



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OBJECTIVE

To get a challenging position that will prove my competencies, capabilities, skills, education and experience. Willing to provide total support to the organization with my strength and abilities which will eventually help to achieve organization's goals and create mutual benefit.

SKILLS

Office & Reporting Tools

Power BI, Excel/Google Sheet

Soft Skills

Time Management, Team
Collaboration

Communication Skills

Email Handling, Report Writing

Additional Skills

Programming Language -
Python, SQL

Award/Activities

HF Football Tournament 2023-
Champion, Cricket Tournament
2022- Champion, Dhaka

Core Competencies

Patience
Problem Solving
Adaptability

EDUCATION

Exam	Board	Group	passing Year	GPA
SSC	Dhaka	B.STUDIES	2020	A
HSC	DHAKA	B.STUDIES	2022	A
Ongoing – Southeast University , BBA Program				

Working Experience

- Customer Service Executive for 8 months 2023 | Online clothes page. | Communicate with Customer's and Manage all order.
- Online moderator on clothes page for 1-month 2025.

Language

Bangla - Writing, Reading, Speaking | **English** - Writing, Reading, Speaking | **Hindi** – Only Speaking

Hobbies

Playing Football, Cricket, Traveling.

I, hereby the undersigned declare and certify that all the information affirmed above is true and correct.

Mostakim Jobair Mahim.