



📍 41/13 B, Zigatola, Salek Garden,
Dhaka

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✉ mithilanormi46@gmail. Com

EXPERTISE

- Management and Communication
- Teamwork
- Negotiation
- Analytical Ability
- Leadership
- Customer Engagement

TOOLS & TECH

- MS Word
- Excel
- Power Point
- Canva

LANGUAGE

- Bangla
- English

REFERENCE

Mohammad Al Mamun
Managing Director
Bandhan Purbachal City
Contact no : 01617662321

MITHILA MAMUN

PROFILE

A dedicated and enthusiastic individual eager to continue my skills in communication, organization and teamwork to support any operations. Seeking an opportunity to grow professionally while adding value to dynamic team. Eager to build a career in challenging position, leveraging my ability to learn quickly and contribute effectively to dynamic environment.

EDUCATION

● Currently Studying at University of Dhaka

Department of Public Administration

BSS Honours – 4th year running

● Dhaka City College

Group : Business Studies

GPA : 5.00 (out of 5.00)

HSC, Passing Year : 2021

● Birshrestha Munshi Abdur Rouf Public College

Group : Science

GPA : 5.00 (out of 5.00)

SSC, Passing Year : 2019

EXPERIENCE

Social Media Manager

Bandhan Purbachal City

2022–23

- Provided comprehensive online real state marketing services including social media management, responses to diverse clients and solve problems.

VOLUNTEER EXPERIENCE

Relief Distribution Program for flood victims, Department of Public Administration, University of Dhaka–2024

- Completed 90 hours of volunteering, contributing essential supplies and support to the flood victims.