

RINKU AICH

Abu Tariq Furniture Bldg. (501), Electra Street, Abu Dhabi, UAE
Cell: +971 50 7297234, rinku.aich@yahoo.com

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Professional Experience

UAE Exchange Center LLC

2016 - Present

Junior Associate (Sales and Service)

- Working as a counter staff and doing all types of transaction
- Response to enquiry
- Response to phone call
- Providing best service to customer
- Cross Selling and up selling of core and allied products
- Foreign Currency sale and purchase

Al Hasoun Arabian Group-Abu Dhabi, UAE

2011- 2016

Marketing Executive cum Account Executive:

- Account receivable and account payable
- Provided account related information to Auditor
- Maintained fruitful relationships with existing customers
- Contacted potential clients via email or phone to establish rapport and set up meetings
- Planning and overseeing new marketing initiatives
- Attended conferences, meeting
- Developed goals for the team and ensuring they are met

Two months experience as an **INTERNEE** in a reputed bank (EXIM Bank) in Bangladesh on "Islamic Banking System in Bangladesh"

Education and Professional Training

- **Title: MBA(Master of Business Administration)**
Institute: University of Chittagong
Subject: Marketing Studies & International Marketing
Year of Examination: 2007(Held in 2009)
Course Duration: 1 Year
Result: 3.66(Out of 4)

- **Title: BBA (Bachelor of Business Administration) (Hon's)**
Institute: University of Chittagong
Subject: Marketing Studies & International Marketing
Year of Examination: 2006(Held in 2008)
Course Duration: 4 Years
Result: 3.33(Out of 4)

- **Title: H.S.C.(Higher Secondary School Certificate)**
Institute: Anowara Degree College
Group: Science
Year of Examination: 2002
Result: Second Division
Board: Chittagong Board

- **Title: S.S.C.(Secondary School Certificate)**
Institute: Anowara Girl's High School
Group: Science
Year of Examination: 2000
Result: First Division
Board: Chittagong Board

- Training on "Quality Management" arranged by BSCIC(Bangladesh Small and Cottage Industries Corporation)

Personal Details

Name: Rinku Aich
Father's Name: Samir Aich
Mother's Name: Ratna Aich
Husband's Name: Sneha Kusum Paul
Date of Birth: 8th August, 1985
Nationality: Bangladeshi
Marital Status: Married
Sex: Female
Visa Status: Husband Sponsored Visa