

UMME HABIBA

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CAREER OBJECTIVE:

SEEKING A RESPONSIBLE AND CHALLENGING POSITION IN A GROWTH ORIENTED NATIONAL/MULTINATIONAL ORGANIZATION WHERE MY TALENT, EXPERIENCE AND KNOWLEDGE WILL SIGNIFICANTLY CONTRIBUTE TO THE ORGANIZATION'S GROWTH AND AT THE SAME FOR MY FUTURE CAREER.

US BANGLA ASSETS LIMITED – DHAKA, BANGLADESH

DESIGNATION: EXECUTIVE - CLIENT RELATIONSHIP DEVELOPMENT (CRD), LAND REGISTRATION (2021 JAN TO 2022 NOVEMBER)

DUTIES/RESPONSIBILITIES:

CLIENT MANAGEMENT AND ADVISORY:

- SERVE AS THE PRIMARY POINT OF CONTACT FOR CLIENTS REGARDING ALL MATTERS OF LAND REGISTRATION, ENSURING HIGH LEVELS OF CLIENT SATISFACTION.
- PROVIDE EXPERT ADVICE TO CLIENTS ON THE LAND REGISTRATION PROCESS, INCLUDING NECESSARY DOCUMENTATION AND LEGAL REQUIREMENTS.

DOCUMENTATION AND COMPLIANCE:

- OVERSEE THE PREPARATION AND SUBMISSION OF ALL DOCUMENTS REQUIRED FOR LAND REGISTRATION, ENSURING ACCURACY AND COMPLIANCE WITH NATIONAL LAWS.
- REVIEW AND VERIFY LAND AND PROPERTY DOCUMENTS, SUCH AS TITLES AND DEEDS, TO CONFIRM THEIR VALIDITY AND LEGAL STANDING.

PROCESS COORDINATION:

- COORDINATE WITH LOCAL GOVERNMENT OFFICES, LEGAL ADVISORS, AND OTHER STAKEHOLDERS TO EXPEDITE THE LAND REGISTRATION PROCESS.
- MANAGE TIMELINES AND CLIENT EXPECTATIONS, PROVIDING REGULAR UPDATES TO ENSURE TRANSPARENCY THROUGHOUT THE REGISTRATION PROCESS.

PROBLEM RESOLUTION:

- IDENTIFY AND RESOLVE ANY ISSUES OR DISCREPANCIES THAT ARISE DURING THE LAND REGISTRATION PROCESS, INCLUDING DISPUTES OVER LAND OWNERSHIP, BOUNDARY ISSUES, OR DOCUMENTATION INACCURACIES.
- NEGOTIATE SOLUTIONS THAT PROTECT CLIENT INTERESTS WHILE MAINTAINING COMPLIANCE

RECORD KEEPING AND REPORTING:

- MAINTAIN DETAILED RECORDS OF ALL LAND REGISTRATION TRANSACTIONS AND COMMUNICATIONS.
- GENERATE REPORTS ON REGISTRATION PROGRESS, CHALLENGES, AND OUTCOMES FOR SENIOR MANAGEMENT AND CLIENTS.

AKS HOLDING – BANGLADESH

DESIGNATION: OFFICE EXECUTIVE HR AND ADMIN (JAN 2018 TO DEC 2020)

DUTIES/RESPONSIBILITIES:

- MANAGED DAILY OFFICE OPERATIONS AND PROVIDED ADMINISTRATIVE SUPPORT EMPLOYEES, ENSURING EFFICIENT OFFICE FUNCTIONALITY.
- OVERSAW THE MAINTENANCE OF OFFICE EQUIPMENT, MANAGED OFFICE SUPPLIES INVENTORY, AND PLACED ORDERS TO ENSURE TIMELY AVAILABILITY OF ESSENTIAL ITEMS.
- ADMINISTERED COMPANY DATABASES, UPDATED EMPLOYEE AND CLIENT INFORMATION, AND ENSURED

THE SECURITY AND CONFIDENTIALITY OF DATA.

- PREPARED DETAILED REPORTS ON OFFICE EXPENSES, BUDGETS, AND ADMINISTRATIVE PROCESSES, CONTRIBUTING TO COST REDUCTION STRATEGIES.
- ORGANIZED AND SCHEDULED INTERNAL AND EXTERNAL COMPANY EVENTS, INCLUDING LOGISTICS, GUEST LISTS, AND VENUE ARRANGEMENTS.

HR RESPONSIBILITIES:

- ASSISTED IN THE RECRUITMENT PROCESS BY POSTING JOB ADS, SCREENING CANDIDATES, SCHEDULING INTERVIEWS, AND ONBOARDING NEW HIRES.
- CREATED AND MAINTAINED NEW EMPLOYEE FILES, ENSURING COMPLIANCE WITH EMPLOYMENT LAWS AND COMPANY POLICIES.
- DEVELOPED AND DISTRIBUTED INTERNAL COMMUNICATIONS REGARDING COMPANY POLICIES, HR PROCEDURES, AND UPDATES.

COMPUTER SKILLS:

OFFICE SOFTWARE: PROFICIENT IN MICROSOFT OFFICE SUITE (WORD, EXCEL, POWERPOINT)

OPERATING SYSTEMS: COMFORTABLE WITH WINDOWS

COLLABORATIVE TOOLS: EXPERIENCED IN USING ZOOM, MICROSOFT TEAMS, AND SLACK FOR EFFECTIVE COMMUNICATION AND TEAMWORK.

WEB NAVIGATION: SKILLED IN USING MAJOR WEB BROWSERS LIKE CHROME AND FIREFOX

QUALIFIED SKILLS :

- ENSURE THE CUSTOMER ARE GIVEN GOOD CARE
- ENSURE STOCK STAKING ARE DONE WEEKLY
- ENSURE DISCIPLINE WITHIN THE STAFFS
- ALERT THE POLICE IN ANY THEFT ALLEGATION FOLLOW-UP
- KEEPING RECORDS FOR ALL ACTIVITIES

EDUCATION :

- BSS (BACHELOR OF BUSINESS STUDIES) YEAR - 2014
NATIONAL UNIVERSITY OF BANGLADESH

HOBBIES :

- READING, PHOTOGRAPHY, COOKING, AND VOLUNTEERING

LANGUAGE PROFICIENCY:

LANGUAGE	READING	SPEAKING
ENGLISH	HIGH	HIGH
BANGLA	HIGH	HIGH
HINDI	LOW	HIGH

PERSONAL DETAILS :

FATHER'S NAME: MD. HARUNOOR RASHID

DATE OF BIRTH: 14 FEBRUARY 1987

MARITAL STATUS: WIDOW

NATIONALITY: BANGLADESHI