



SAFA CHY

Seeking for a position in a healthy working environment where I can utilize my skills to the best of my abilities, and gain valuable knowledge along the way.

Contact



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Shibgonj, Sunarpara, Nobarun-177,
Sylhet-3100

Education

● A'Level Commerce

British Council
2021 - 2024

● O'Level Commerce

British Council
2019 - 2021

Skills

MS Excel



Microsoft Word



Experience

● Counselor

Rose Consultancy July 2023 - Present

Job Responsibility:

- Provide expert counseling and guidance to clients on work permit procedures and requirements, ensuring smooth and efficient processing.
- Conduct accurate and timely data entry for documents, details, and certificates, maintaining meticulous records for work permit applications.

● Assistant

Global Admission 2022 - 2023

Job Responsibility:

- Efficiently performed data entry tasks, accurately recording essential information to maintain meticulous records.
- Maintained comprehensive records of student applications, ensuring accurate and up-to-date documentation for efficient processing.
- Managed data entry processes, meticulously recording and organizing vital information to facilitate smooth operations and effective communication.

Language

English



Bengali

