



## Rafiya Islam Mohuya

**Place of birth:** Dhaka, Bangladesh **Gender:** Female **QID:** 29105032570

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### ABOUT ME

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An earnest employee who is passionate about amplifying impact through efforts and contributions already proven leadership and organizational skills, and minute attention to detail. One of the many attributes to be in Tourism sector is team work and I am able to elevate the people around me. Moreover, the dynamics of my professional experience range from working with people from various communities in different places of Bangladesh

### WORK EXPERIENCE

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#### Senior Officer cum Team Leader

*Thailand E-Visa Center, Saimon Global Ltd.* [ 01/01/2025 – 06/02/2025 ]

**City:** Dhaka | **Country:** Bangladesh

- Managed end-to-end Thailand e-visa application processing, including document verification and compliance with official visa requirements.
- Provided guidance to applicants on visa procedures, documentation, and application status.
- Conducted quality control and final checks to ensure accuracy, completeness, and regulatory compliance of all applications.
- Organized and compiled all required documents and successfully submitted e-visa application through the online portal in accordance with official guidelines.

#### Senior Officer cum Team Leader

*Thailand Visa Application Center, Saimon Global Ltd.* [ 01/11/2017 – 31/12/2024 ]

**City:** Dhaka | **Country:** Bangladesh

- Managed visa inquiries and application processing, verifying document accuracy and completeness to ensure compliance with requirements.
- Conducted quality control checks on application documents, ensuring all information is accurately processed and meets regulatory standards.
- Lead and oversaw a team to ensure efficient operations, high-quality service delivery, and effective document management, including scanning and maintaining digital records.

#### Office Executive

*Al-International Associate Ltd.* [ 01/08/2016 – 31/10/2017 ]

**City:** Dhaka | **Country:** Bangladesh

- Managed email correspondence and maintained effective communication with internal teams and external stakeholders, ensuring smooth information flow.
- Coordinated with the Japan office and facilitated visits of Japanese delegates, supporting collaboration under the Bangladesh-Japan joint venture.
- Oversaw project coordination activities, ensuring timely execution and alignment with organizational goals.

## Visa Assistant

*Air Base Travel* [ 01/05/2014 – 01/08/2016 ]

**City:** Dhaka | **Country:** Bangladesh

- Handled reconfirmation and rescheduling of air tickets, ensuring clients received timely and accurate travel updates.
- Assisted clients with visa application processes for multiple countries, ensuring all documentation and requirements were properly completed.
- Maintained up-to-date knowledge of visa policies and airline regulations to provide accurate guidance and efficient service.

## EDUCATION AND TRAINING

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### Masters of Development Studies

*Bangladesh University of Professionals (BUP)* [ 2017 ]

**City:** Dhaka | **Country:** Bangladesh | **Final grade:** 3.32 out of 4

### Bachelor of Social Science

*Bangladesh Open University* [ 2014 ]

**City:** Dhaka | **Country:** Bangladesh | **Final grade:** 3.21 out of 4

### Higher Secondary Certificate (HSC)

*Chandpur Puran Bazar College* [ 2009 ]

**City:** Chandpur | **Country:** Bangladesh | **Final grade:** 4.10 out of 5

### Secondary School Certificate (SSC)

*Matiripith Govt. Girls High School* [ 2007 ]

**City:** Chandpur | **Country:** Bangladesh | **Final grade:** 4.56 out of 5

## LANGUAGE SKILLS

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**Mother tongue(s):** Bengali

**Other language(s):**

### English

**LISTENING** B2 **READING** B2 **WRITING** B2

**SPOKEN PRODUCTION** B2 **SPOKEN INTERACTION** B2

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## SKILLS

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Team leading & team work / Punctuality and Responsibility / Communication and interpersonal / Flexibility and motivation

## COURSES

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**Training on Basic Flight Cabin Crew from JobsA1.**

**Advance professional computer office management from National Youth Training Academy (NYTA).**