

ARIN KHONDOKAR

Student

 : 01873228843

Nationality : Bangladesh

 : arinkhondokar@gmail.com

 : House-4,Road-1,Kallyanpur,Dhaka-1216,
Dhaka, Dhaka.

I have experience in working with International Organizations, Local businesses as well as different markets as I have been an Entrepreneur myself. I believe, I can fill in any position that needs human interaction. Knowledgeable employee with experience gathering research information from print, online and direct sources. Obtains best possible interview responses by recruiting relevant subjects and preparing interview questions. Keeps up to date with new and updated research protocols. Motivated and hardworking student with excellent study skills and strong academic record. Applies education and personal talents to learn new subjects in detail and take on demanding assignments. Collaborates well on group projects and prepares diligently for presentations. Energetic and driven team player committed to assisting smooth running research projects. Works hard to review various sources to gather relevant information. Skilled at summarizing data, results and implications in clear and detailed reports. Organized research team member with background in report writing, information gathering and presentation preparation. Friendly, open and hardworking team player. Uses honed organization skills to set up and maintain accessible and easy-to-use research databases. Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level corporate position. Ready to help team achieve company goals.

Work Experience

September 2023 **Research Assistant**

Till Date

Dr Razib Hayat Kahn

Dhaka,
Bangladesh

- Provided access to experimental data for faculty researcher or supervisor.
- Created presentation slides and posters to help researchers present findings.
- Wrote reports to summarise data and implications of results.
- Maintained accurate records of interviews, ethically maintaining confidentiality of subjects
- Prepared interview questions and recruited subjects to obtain best possible responses.
- Checked facts, proofread and edited research documents for accuracy.
- Maintained quality standards to preserve integrity of data findings.

- Set up, calibrated and maintained field or laboratory equipment as per study requirements.
- Set up and maintained research database to avoid loss of information.

June 2021 -
Till Date

Head Of Marketing

House Of Youth Dialogue (HYD)

London, United
Kingdom

- I started working for HYD back in 2021 as a general member and earned my way up to the head of their marketing department
- Trained over 50 staff members in the organization best practices, boosting website ranking by 10 spots.
- Launched successful print and digital campaigns worth 1 million+ with aligned messaging across all channels.
- Developed strategic partnerships with influencers and complementary brands.
- Consistently met campaign goals by developing clear, effective design briefs and providing creative guidance.
- Improved social media presence, adding [Number] + followers on Instagram by creating contest promotion strategy.
- Analysed customer insights and trends to build marketing strategies that resulted in 100% revenue growth.
- Monitored market trends to remain ahead of competitors, consistently meeting client demands.
- Identified growth opportunities in new market segments, expanding market share by 80%.
-

November 2020 -
Till Date

Entrepreneur

Zaaya's Clothing Brand

Dhaka,
Bangladesh

- Determined business plan, mission statement and vision.
- Set company culture, facilitated communication and build cohesion between team members.
- Sourced initial funding to get business off the ground.
- Established business goals and objectives to provide organisational direction toward growth and prosperity.
- Controlled use and flow of resources, guaranteeing adequate supply for daily operations.
- Understood trends and developments in Garments market.
- Applied digital marketing tactics to drive business growth and awareness.
-

March 2022 -
August 2023

Director General

House Of Youth Dialogue

Dhaka,

- Conducted regular operational audits to root out inefficiencies, Bangladesh policy failures and opportunities for improvement.
- Supervised work of 50+ staff to achieve objectives.
- Represented organisation publicly at events, meetings and conferences.
- Governed Organisational programme with forward-thinking mindset and expert knowledge of applicable policies and regulations.
- Applied health and safety standards to protect workers from undue risks.
- Developed strategic and operational plans governing function of Corporate
- Regulated departmental administrative and financial activities to maintain total compliance with regulations.
- Presented operational results, group achievements and specific needs via public presentations.
- Oversaw security policies and clearance assessments to minimise loss or damage to critical assets.
-

January 2022 -
December 2022

Management Trainee

Western Holidays Ltd

Dhaka,
Bangladesh

- Gained skills, knowledge and experience working across various departments including production, marketing and operations.
- Increased knowledge of company policies, protocols and processes proactively.
- Participated in management meetings, workshops and other learning opportunities.
- Created and gave presentations on various topics to senior management.
- Promoted new ways of working and helped facilitate change across all company levels.
- Supported management team with budget allocation and other daily tasks.
- Learned about conflict resolution and shadowed management completing disciplinary hearings.
- Contributed to strategic business planning and process improvement.
- Developed professional relationships with colleagues and managers to aid communication and consistency.
-

June 2019 -
January 2020

Executive Member

Indo-Bangla Friendship Forum

Kolkata, India

- Worked as their representative in their India-Bangladesh programmes here in Dhaka, Bangladesh
- Directed staffing requirements, managed priorities and coordinated workflows to uphold productivity objectives.
- Offered expertise and guidance in public relations while supervising management team.

- Guided company progress by defining, establishing and implementing organisational goals, policies and procedures.
- Provided customers with outstanding service, extending relationships for future business opportunities.
- Kept accurate company records, upholding compliance with regulations and company policies.
-

January 2019 -
January 2020

Executive Officer

Corpnatter BD

Dhaka,
Bangladesh

- Generated new ideas for their social ventures
- Designed TV and print advertising campaigns.
- Explored new marketing and branding partnerships with high-profile clients, enhancing company reach.
- Realised greater team efficiency and effectiveness to continue significant year-on-year revenue growth.
- Led client meetings to scope project goals, reporting and deliverables.
- Developed targeted Facebook and Google Ads campaigns.
- Monitored sales team performance, providing effective training to help reach revenue and profit targets.
- Interfaced with customers, determined needs, provided recommendations and up-sold services.
- Achieved exceptional client satisfaction feedback and ratings.
- Hired and trained dedicated and high-achieving sales teams.
- Generated company growth through market expansion and sales.
-

Education

January 2011 -
December 2019

Primary Education - Seabreeze International School

First School Leaving Certificate (FSLC)

Dhaka, City.

January 2020 -
June 2020

Secondary Education - EarthHouse International School

Senior Secondary School Certificate (SSCE)

Dhaka, Dhaka.

May 2021 -
May 2022

Commerce, All (A)s In Economics, Business And Accounting - EarthHouse International School

General Certificate Of Secondary Education (GCSEs)

Dhaka, Dhaka.

September 2022
-
Till Date

INTERNATIONAL BUSINESS - Independent University Bangladesh

BBA

Dhaka, Dhaka.

Skills

Business Planning ★★★★★☆

Leadership ★★★★★☆

Digital Marketing ★★★★★☆

Organised And Efficient ★★★★★☆

Social Media Marketing ★★★★★★

Communication ★★★★★★

Microsoft ★★★★★★

Words,Excel,Sheets,MEET,GITHUB Etc.

Market Research ★★★★★★

And Development

Team Work ★★★★★☆

Convincing ★★★★★☆

Skills

Strong Time Management ★★★★★☆

Hobbies

Organizing Events

Dancing

Research

Teaching Students

Singing

Shopping

Travelling

Referees

Available on Request