

#### BUSINESS SCHOOL GRADUATE · PRODUCT MANAGER

Navana Garden, Kallyanpur, Dhaka-1207, Bangladesh

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## **Education**

### Institute of Business Administration (IBA), University of Dhaka

Dhaka, Bangladesh

BACHELOR OF BUSINESS ADMINISTRATION | CGPA: 3.15 OUT OF 4.00

Jan. 2018 - Nov. 2022

- Marketing major, Economics minor
- GPA 3.90 out of 4.00 in the final semester
- Aggregate GPA of 3.65 in the last 4 semesters

Dhaka College Dhaka, Banqladesh

HIGHER SECONDARY CERTIFICATE (H.S.C.) | GPA: 5.00 OUT OF 5.00

Aug. 2015 - May. 2017

• Study group Science

**Government Laboratory High School** 

Dhaka, Bangladesh

SECONDARY SCHOOL CERTIFICATE (S.S.C.) | GPA: 5.00 OUT OF 5.00

Jan. 2006 - Dec. 2015

· Study group Science

CMO & Co-FOUNDER

# Work Experience

Girmairi LLC Remote, United States

PRODUCT & Brand Manager Sep. 2022 - PRESENT

- Developing product feature prototypes notably, inventory listing, appointment scheduling, and automated chatbot.
- · Working with developers (in Jira) to create fully customizable and personalized solutions tailored to the client's needs.
- Designing UI/UX variations (using Figma) of the product based on the several functionalities of our application.
- Implementing the social media and brand guidelines for both Girmairi and its in-house products.

**Ilmiya** Remote, United States

CURRICULUM MANAGER Jun. 2022 - PRESENT

- · Leading the content team to create state-of-the-art curriculum and contents for K to 8 academic courses and subjects.
- · Working with developers to create our own CMS platform with 18 working templates that tutors can use to build their own learning structure.
- Managing tasks and projects in tools like Airtable, ClickUp, Asana, Linear, Intercom, HubSpot, Trello, Slack.

Prottoy EdTech Dhaka, Bangladesh

• Developed Bangladesh's first visual learning mobile app that is still being used by more than 10,000 students.

- Activated country's first Memory Olympiad Mnemomania, which was attended by 113,000+ students across the map.
- Built all the social media platforms along with their brand guidelines and identities with the marketing team.
- Raised a grand total of 50,000 USD in pre-seed and seed funding rounds.

# **Teaching Experience**

Mentors' Dhaka, Bangladesh

ENGLISH & ANALYTICAL WRITING INSTRUCTOR

May. 2019 - Dec. 2021

Aug. 2020 - Sep. 2022

Mentored university admission seekers, especially DU-IBA aspirants, in developing English language proficiency and critical analysis ability.

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**Sunrise Coaching Center** 

Dhaka, Bangladesh

ENGLISH INSTRUCTOR

July. 2018 - Feb. 2022

· Guided DU-IBA admission seekers for their English part of the exam and created lecture sheets and exam papers for the classes.

Prottoy EdTech Dhaka, Bangladesh

LEAD INSTRUCTOR, ENGLISH COURSE

Aug. 2020 - Sep. 2022

Developed complete academic course contents, including tutorial videos and exercise quizzes for HSC and SSC examinees with other English
course teachers.

# **Internships**

Just Storys Ltd. Dhaka, Bangladesh

**CONTENT STRATEGIST** 

Sep. 2021 - May. 2022

Jul. 2020 - Dec. 2020

- · Award-winning advertising agency that provides 360 brand content solutions from planning to execution.
- Responsibilities included: Copywriting, Client communication, Event planning & management.

**VintValley** Remote, Canada

Investment firm headquartered in Ottawa, Ontario, Canada that performs active investments in diverse asset classes.

· Responsibilities included: Website development, SEO marketing, Blog content writing.

**Newton's Archive** Dhaka, Bangladesh

VALUE CHAIN MANAGER Jun. 2019 - Aug. 2020

- · Pioneering scented-candle brand in Bangladesh that won multiple national accolades including the prestigious 'Women of Tomorrow' award.
- · Responsibilities included: Inventory management, Financial performance analysis, Product line development, Social media management.

**Upthrust.Co** Remote, United States

CONTENT DEVELOPER

**CONTENT SPECIALIST** 

Jun. 2019 - Aug. 2020

- · Content blog that explores a variety of topics, ranging from business and entrepreneurship to storytelling and self-growth.
- · Responsibilities included: Project management, Content writing, Blog content planning.

## **Projects**.

AutoStock Dhaka, Bangladesh

BLOCKCHAIN-BASED STOCK MARKET AUTOMATION SYSTEM

Mar. 2021

- Introduced the concept of integrating a public permission blockchain solution for Dhaka Stock Exchange (DSE).
- Proposed smart contracts to eliminate all the manual processes of DSE, fully automating trade, cash clearance, and settlements.
- Received Silver Award (2nd position nationally) for our project by the Blockchain Olympiad Bangladesh.

**MediTech Bangla** CityU, Hong Kong

BLOCKCHAIN-BASED ELECTRONIC HEALTH RECORD SYSTEM

Jul. 2020

- Prototyped a blockchain solution using Hyperledger Fabric for business network governance and BigchainDB for infrastructure governance.
- Ranked 5th in the national round for our project by the Blockchain Olympiad Bangladesh, hence securing our team a slot for the global round.

## Writing

### **Execo360 Production House**

Dhaka, Bangladesh Sep. 2022 - PRESENT

SCRIPT & STORY WRITER

As a passion project, I started writing short stories, which were later picked up by Execo360 to produce short films.

· Collaborated with UNDP for several awareness-inducing short films on the marginal communities of Bangladesh.

## Honors & Awards

### INTERNATIONAL

2021	Award of Merit, International Blockchain Olympiad - Global Final	Dhaka, Bangladesh
2020	Award of Merit, International Blockchain Olympiad - Global Final	CityU, Hong Kong

### DOMESTIC

2021	Silver Award, Blockchain Olympiad Bangladesh	Dhaka, Bangladesh
2020	<b>5th Place</b> , Blockchain Olympiad Bangladesh	Dhaka, Bangladesh
2020	Quarter-Finalist, HSBC Business Case Competition	Dhaka, Bangladesh

# Scores & Certifications

2022	<b>IELTS</b> , Overall 8.0   L-8.5, R-9.0, W-7.0, S-7.5	British Council
2022	<b>GRE</b> , Total 315   AWA 4.5, Verbal 153, Quant 162	ETS
2020	Excel Skills for Business, Macquarie University	Coursera
2020	Introduction to Psychology, Yale University	Coursera
2020	Blockchain: Foundations and Use Cases. ConsenSvs Academy	Coursera