



Fahim HUDA

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CAREER OBJECTIVE

Seeking an executive position in Operations/Administration, Communication/Public Relations to contribute positively to the growth and image of the organization

PROFESSIONAL EXPERIENCE

X Solutions Ltd. | Dhaka, Bangladesh

Account Manager, Influencer Marketing – Emerging Channels (July 2020 – Current)

- Co-ordinate a team
- Research clients' products, services, plans, competitors, and target markets
- Meet clients for briefings and de-brief planning and creative team
- Coordinate brainstorming to design strategy framework
- Coordinate with creative team for regular contents and campaigns
- Prepare monthly reports
- Assist the query management team

Taratari Delivery Services | Dhaka, Bangladesh

Managing Partner (July 2019 – July 2021)

- Maintaining positive client relationships and driving new acquisitions
- Developing and implementing goals, procedures, and policies
- Managing, monitoring, and reviewing business operations
- Identifying improvement gaps and implementing corrective measures
- Reviewing and overseeing all financial activities, performance, and documentation
- Overseeing hiring activities and approving contracts

UNICEF Bangladesh | Cox's Bazar, Bangladesh

Field Emergency Site Coordinator (June 2018 – August 2018)

- Attend and stimulate coordination meetings at camp level and share key information to field coordinators and field sectors focal points
- Develop and maintain good working relation with camp management focal points, military, NGOs and community leaders at camp/site levels
- Produce mapping of camp, identifying and recording with GPS all relevant UNICEF facilities across sectors
- Support UNICEF field monitoring team's regular activities in respective camps and facilitate field visits of other UNICEF teams, donors, and other delegations
- Follow up on security issues at camp level and refer to field coordinators eventual problems
- Prepare weekly reports on UNICEF presence at the camp, highlighting news, challenges and recommendations

Wireless Stop – Master Dealer for Metro PCS | Dallas, Texas

Regional Customer Operations Manager (August 2017 – March 2018)

- Manage day to day Customer Operations including Billing and Customer Support for the region
- Responsible for training, including scheduling, facilitating and developing all new retail employees and further enhancing current employees training by communicating new plans and features
- Responsible for leading efforts in support of both the indirect and direct channels
- Implement and enforce policies and procedures to increase profitability
- Consistently volunteering for company task forces to ensure my region has a voice

Discount LED, Creating Industry Standards | Dallas, Texas

Operations Manager (December 2016 – July 2017)

- Responsible for day to day functions of the Dallas branch
- Medium of correspondence and point of contact for all major shipments from overseas
- Managed local vendor relations and internal stakeholders ensuring transparent information circulation
- Responsible for hiring, training and retention of staff

Western Transportation Management | Dallas, Texas

Facility Manager for Crowne Plaza Hotel, Downtown Dallas (March 2013 – September 2016)

- Supervised attendant relations with clients to mitigate complaints, disagreements and misunderstandings about services being resolved diplomatically
- Ensured that quality of work assigned to employees were performed efficiently, effectively and as required
- Point of contact for all personnel issues and paperwork for hiring, termination and training for support staff
- Monitored the facility to ensure that it is maintained according to company policies and procedures

Robi Axiata Ltd. | Dhaka, Bangladesh

Intern (May 2012 – July 2012)

- Reported to General Manager, Talent Management
- Internship on "Developing Young Minds" under the Organizational Development department
- Shared reporting with the Competence Development department

Unilever Bangladesh | Dhaka, Bangladesh

Intern (April 2011 – May 2011)

- Reported to Assistant Manager Internal communications and CSR
- Involved with the in-house magazine for Unilever – Oikotan
- Crafted and edited articles for most Unilever brands in Bangladesh
- Carried out communication with brand representatives and publishers to verify the validity of the information and ensure the authentic publishing

Hott Media/Panther Media Ltd. | Dhaka, Bangladesh

MarComm Executive (November 2007 – November 2009)

- Channel between the Managing Director and Chairman and the other company staff
- Promoted the company's portfolio through both offline and online media
- Pitched new clients and played a major role in head hunting for the company
- Initiated a number of projects and events to promote the company

EDUCATION

Undergraduate Studies:

Journalism with a concentration in Strategic Communications, BA | UNT Mayborn School of Journalism | Denton, Texas

Bachelor of Communication Arts, Public Relations | Assumption University of Thailand | Bangkok, Thailand

Transferred to University of North Texas in 2012

IELTS: International English Language Testing System

Appeared for examination in 2020. Score 8.0 out of 9.0

GED (equivalent to 'A' Level)

March 2009 from Prometric Technology Center under American Council of Education. Subjects: Math, Science, Social Studies, Art, Literature, and Writing Skills

GCE Ordinary Level ('O' Level) – 2006/2007

Aga Khan School, Dhaka. Subjects: Bengali, English Language, Math, Accounting, Economics and Commerce

PERSONAL INFORMATION

Date of Birth: November 25, 1989

Marital Status: Unmarried

Nationality: Bangladeshi

Languages: Fluent in English and Bengali

SKILLS PROFILE

Excellent computer skills, MS Office (Word, Excel, PowerPoint)

Excellent command of English Language

Social Media Marketing

Digital Media

Facebook Ads