



# Abdullah Al Awan Lasker

To pursue a challenging and growth-oriented career, seeking a job in a challenging and healthy work environment where I can utilize my skills & knowledge efficiently and seeing them going beyond recognition

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## WORK EXPERIENCE

### Senior Project Assistant IUBC Foundation

01/2021 - 06/2022

- Support team members when implementing Project Management strategies and contribution to entire project.
- Scheduling meetings and facilitating communication between the project manager and others throughout the project life cycle.
- Keeping excellent relationship with NGOs And INGOs
- Executing Campaign of projects as scheduled and planned by strategic and tactical decision in best possible manner

### Project Assistant IUBC Foundation

07/2019 - 12/2020

- Work collaboratively with team to maximize productivity
- Collaborate with the whole project team, contributing to the entire project lifecycle
- Organize and monitor schedules and see that deadlines are met
- Providing Administrative and logistical support for projects, initiative and programs

### Intern Trust Bank Limited

02/2019 - 05/2019

- Was assigned for Successfully finishing Upgradation of 2100 Employees Data from new Data at the Human Resource Division, Head Office
- Working onto their ERP after finishing assigned Data Up gradation
- Participation in basic HR Works such as issuing Leave Letter, making arrangement for Program, Required Product buying

### Community Manager Open Co-Working

02/2018 - 07/2018

- Introduce & Brief New Clients about the Workplace & Services Provided
- Engaging the Community of Freelancers, Startups, and Influencers in collaboration of Sharing brainstorming Ideas and Resources
- Relationship Building, Brand Building, Customer Services
- Getting handful information of competitors which were helpful for service improvement, market development, expanding market share, getting new customer group, sales growth
- Manage Day to Day Transactions for Operational Costs of the business

## SKILLS & PROFICIENCY

MS Office	●	●	●	●	○
Communication	●	●	●	●	○
Team Player	●	●	●	●	○
Strategic & Tactical Decision	●	●	●	●	○
Negotiation & Influencing	●	●	●	●	○
Leadership	●	●	●	●	○

## EDUCATION

### Bachelors of Business Administration Independent University, Bangladesh

01/2015 - 04/2019

- Concentration: Finance & Marketing.
- CGPA: 2.85

### Higher Secondary Certificate Notre Dame College

06/2011 - 06/2013

- Concentration: Business Studies
- GPA: 4.00

### Secondary School Certificate Jatrabari Ideal High School

01/2009 - 04/2011

- Concentration: Business Studies
- GPA: 5.00

## LANGUAGE

English  
*Full Professional Proficiency*

Bangla  
*Full Professional Proficiency*