**RESUME**

**Mst. Khadiza Zahan**

Flat no – 2B, House # 294, Road no # 19/B,

Mohakhali DOHS, Dhaka

Phone No: +8801786351455

Email: [khadizalimah786@gmail.com](mailto:khadizalimah786@gmail.com)

**Career Objective:**

Aiming to work in an organization where a strong sense of responsibility and Can-do attitude is valued. Where the environment demands to act as team and professionalism is a need by default.

**Employment History:**

**1. Sr. Manager (Marketing and New Business Development) in InfoWorld Group**

Since October 1st ,2018 – present

**Job Location: Mohakhali DOHS, Dhaka**

* Develop a growth strategy focused both on financial gain and customer satisfaction
* Oversee current offerings and comes up with initiatives for new products or services
* Research and analyze market trends, pricing schedules, competitor products, and other relevant information to form marketing strategies and develops negotiating strategies by studying integration of new venture with company strategies and operations.
* Approves and oversees the creative development of promotional materials, advertisements, and other marketing-related projects
* Identify weakness in existing marketing activities and develop pragmatic solutions within budgetary constraints
* Works within the department budget to develop cost-effective marketing plans for each product or service
* Tracks all marketing and sales data and creates detailed written reports and verbal presentations to bring to senior executives

**2.** **Assistant Manager in Beta One Investments Limited**

from October 10th, 2017 to September 15th, 2018

**Job Location: Mohakhali, Dhaka**

* Engage in regular research to stay apprised about the state of the Bangladesh economy, financial markets, and general current events
* Work closely with investment analysts to assess financial information and investment opportunities
* Present investment opportunities and related analysis while pitching proposed course of action in meetings with clients
* Use complex financial models to project future earning and profit potential and uses this data to inform decisions and proposals
* Make decisions about financial and investment opportunities on behalf of clients
* Meet with an investment team, including analysts and other managers, to stay up-to-date about market situations and company decisions that may impact one another
* Develop and maintain good relationships with the business clients, expands client network to ensure continuous business growth of the organization

**3.** **Business Development Officer in Standard Chartered Bank**

from March 01st,2016 – 4th October,2017

**Job Location: Gulshan, Dhaka**

* Lead an independent unit of Standard Chartered Bank inside British American Tobacco; one of the most valued client of SCB
* Drive proactive methods to understand consumer needs to fast track customer service
* Built business network amongst Multi National top notch rendering trustworthy customer services

***4.* Executive Officer at BRAC Bank Ltd.**

from May 5th 2015 – February 28th 2016

**Job Location: Gulshan, Dhaka**

* Ensuring Cards & Payments related services to the valued clients
* Lead a team of six team members to drive hassle free customer service operations

**Relevant Training :**

* **Training Experience:** SCB’s Frontline Learning Simulation Day 01 Readiness.

**Duration :** 12 Days.

**Department :** Development Plan.

**Organization :** Lotus Kamal Tower, Level 5, Khilkhat; Nikunjo 01, Dhaka.

* **Training Experience:** Orientation and Basics of Banking Program  **Duration :** One week

**Department :** Retail Sales, Remittance & Payroll.

**Organization :** BRAC Bank (Head Office)

* **Training Experience:**  Transforming English Language Skills in the Higher Education . Sector in Bangladesh.

**Duration :** 6 (six) months.

**Department :** English for Employability

**Organization :** British Council.

* **Training Experience :**  Book Reading Competition 2014

**Duration :** 3 (months)

**Department :** Attending Book Reading Competition

**Organization :** British Council Resource Centre.

**Academic Qualification:**

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| --- | --- | --- | --- | --- | --- |
| **Exam Title** | **Concentration** | **Institute Name** | **Result** | **Scale** | **Passing Year** |
| B.A. (Hons.) in English | Department of English and Humanities | University of Liberal Arts Bangladesh (ULAB), Dhaka. | 2.85 | 4.00 | 2014 |
| HSC | Commerce | Dhaka Commerce College, Dhaka | 4.70 | 5.00 | 2010 |
| SSC | Commerce | Armed Police Battalion Public School &College, Bogra | 5.00 | 5.00 | 2008 |

**Personal Information:**

|  |  |
| --- | --- |
| **Husband’s Name** | Md. Shawki Ibne Jamal |
| **Date of Birth** | 07-06-1993 |
| **Marital Status** | Married |
| **Nationality** | Bangladeshi by born |
| **National ID No** | 19931022016000055 |
| **Religion** | Islam |
| **Permanent Address** | 221/222, Bayezed Bostami R/A, Chittagong |

**Present Salary:** 77000/ per month excluding Income Tax

**Expected Salary:** Negotiable for Chittagong Branch posting

**Strengths:**

Served proficiently in different banks (both local and multinational) and financial institutes

complying the following attributes-

* Drive proactive methods to understand consumer needs to fast track customer service
* Built business network rendering trustworthy customer services
* Develop a growth strategy focused both on financial gain and customer satisfaction

**Referees:**

|  |  |  |
| --- | --- | --- |
| **Particulars** | **Reference-1** | **Reference-2** |
| Name | Nazif Mahbub | Mohammed Atiquzzaman |
| Organization | SCB, Kawran Bazar Branch | BetaOne Investment Limited |
| Designation | Business Development Officer | Managing Director |
| Mobile & E-mail | 01730711580 | 01711816662 |
| Relation | Team Leader | Senior Management |

**Age on 31st January, 2020:** 26 years 7 months

**Parents Occupation:**

Father: Self Employed (Business)

Mother: House Wife

**Proclamation:**

I do hereby declare that the particulars provided here are true and no misinformation given will fully

**MST.KHADIZA ZAHAN**



Dated : 4th February,2020

To,

**The Head of Human Resources,**

Woori Bank,

Suvastu Imam Square (1st Floor), 65 Gulshan Avenue,

Gulshan, Dhaka- 1212, Bangladesh.

Dear Concern,

I’m writing in response to Senior Officer, General Banking; in your very well reputed organization. I am very interested to work in this organization and believe that my qualifications, education and professional experience would make me a strong candidate.

I am an English Literature graduate with around Five years of experience both in local and multinational organizations among those also had managerial experiences for last two years as well.

Enclosed is my resume that more fully details my background and work experience, and how they relate to your organization. I firmly believe that I can be a valuable asset to your team. I welcome the opportunity to speak with you.

Thank you in advance for your consideration.

Best regards,

Mst. Khadiza Zahan

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