

SHAMSUN NAHAR

Beaumont, TX 77705

<https://www.linkedin.com/in/shamsun-nahar-21ba4b181/> | +1(409)6594499 |
sabashamsun@gmail.com

Work Authorization: Eligible to work in the U.S. under CPT | OPT available after graduation

SUMMARY

A Highly driven business graduate focusing on developing a dynamic professional career with gathered academic knowledge and professional experience which can help in the future career upgrowth.

Work Experience

Panjeree Publications Limited, \ Dhaka, Bangladesh.

HR Intern

July 2023 – October 2023

- Associated in employee onboarding and recruitment coordination.
- Directly sourced 18 candidates for full-time employees, and Part-time writers during the Internship period.
- Solely managed the entire documentation process of the Human Resources Division.
- Collected and analysed HR data for supporting decision making and reporting.
- Helped in arranging the room for the meeting of the Board of Directors.
- Assisted in the health benefits process of the employees. Organised a new employee orientation program.
- Developed communication as well as teamwork skills through collaboration with the cross functional teams.

Education

Masters, Management Information System (Ongoing)

Lamar University\ Beaumont, TX

2025-2026

MBA, Strategic and International Management (3.56/4)

University of Dhaka \ Dhaka, Bangladesh

2023-2024

BBA, Management (3.13/4)

University of Dhaka \ Dhaka, Bangladesh

2018-2023

SHAMSUN NAHAR

Beaumont, TX 77705

<https://www.linkedin.com/in/shamsun-nahar-21ba4b181/> +1(409)6594499
sabashamsun@gmail.com

Key Skill

- **Technical:** MS Word, MS PowerPoint, MS Excel, Basic SAP, Data Analytics, Google Sheets.
- **Analytical:** Research, Reporting, Pivot Table Analysis and Data Visualization.
- **Professional:** Communication, Team Collaboration, Customer Support, Time Management, Problem Solving, Leadership, Adaptive, multitasking, attention to detail, critical thinking.
- **Languages:** English (Fluent), Bangla (Native).

Academics Projects

- **Business Analytics Projects:** Used Excel and data visualization to analyze company metrics and identify operational improvements. Created reports and dashboards to monitor KPIs and recommend actionable insights for the betterment.
- **Market Analysis Projects:** Conducted market analysis as well as operational benchmarks for several companies as case study. And then presented the final findings to the course coordinator with suggested recommendations and process enhancements.

Extra-Curricular Activities

Vice President – DU Writers' Hub

Arranged several events in this club where the nobles of DU were invited. I took part in cultural programs and acted as a judge in so many writing competitions. Achieved runners-up position in business case competition.

Communication Associate (Management Team) – Youth for Change BD

Arranged several initiatives about some social issues and provided relief to the needy as a team.

Achievement

Govt. Scholarship – Secondary School Certificate Examination

Runners' Up at Business Case Competition Arranged in September 2018 – DU Writers' Hub

Best Performer of the Month Award in August 2020 – DU Writers' Hub