

# SHAMSUN NAHAR

1135 Alabama Ave, Apt 31, Beaumont, TX 77705

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[sabashamsun@gmail.com](mailto: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 in both Business and IT.

## 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

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## Key Skill

- **Technical:** MS Word, MS PowerPoint, MS Excel, Data Analytics, Google Sheets.
- **Analytical:** Research, Reporting and Data Visualization.
- **Professional:** Communication, Team Collaboration, Customer Support, Time Management, Problem Solving, Leadership, Adaptive, Project Management.
- **Languages:** English (Fluent), Bangla (Native).

## Academics Projects

- **Business Analytics Projects:** Used Excel and data visualization to analyze company metrics and identify operational improvements.
- **Systems Management Case Study:** Developed a whole business process improvement plan integrating IT and management practices.

## 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

## Additional Information

- Eligible for **Curricular Practical Training (CPT)** during program
- Authorized to work in the U.S.
- Available to travel up to 25%