



KAZI MAHIMA SULTANA

ABOUT ME

A highly motivated and adaptable Human Resources Management (HRM) major with hands-on experience in general banking operations and administration. Proven ability to provide reliable, customer-focused support, ensure efficient workflow through cross-departmental collaboration. Eager to leverage strong interpersonal, teamwork, and problem-solving skills in a challenging corporate environment.



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Uttar Badda, Cha 65/5, Dhaka Uttar City corporation, Dhaka 1100



Date Of Birth: 12th February, 2003



Father : Kazi Abdul Mannan
Mother: Zakira Begum

Language

- English
- Bangla

Expertise

- Compensation Theory
- Negotiation
- Training & Development
- Labour Management

Interpersonal Skills

- Team Work
- Public Speaking
- Communication Skills
- Leadership & Multitasking Quality
- Decision Making
- Problem Solving

Hobby

- Cooking
- Reading Books

Technical Skills

- MS Office (word, Excel, Powerpoint)
- Creative Designing (Canva)
- Google Office Suite (Docs, Sheets,)

Job Experience

- Teacher - Dominant International School, Mohakhali, Dhaka (March 2025- August 2025)
- Intern- General Banking, Trust Bank PLC, Corporate Branch, Gulshan 1, Dhaka (September 2025- Ongoing)

Education

North South University, Bangladesh

Bachelor of Business Administration (2021-Ongoing)

- Major : HR Management
- CGPA : 3.15 / 4.00

Viqarunnisa Noon School & College, Bangladesh

Higher Secondary Certificate (2018-2020)

- Group: Business Studies
- GPA : 5.00 / 5.00

Viqarunnisa Noon School & College, Bangladesh

Secondary School Certificate (2016-2018)

- Group: Business Studies
- GPA : 4.67 / 5.00

Experience

My responsibilities also included handling administrative tasks such as.

- Data entry, filing, and document management with accuracy and confidentiality.

Through this experience, I strengthened my communication skills, improved my ability to work under pressure, and contributed to an organized and customer-friendly banking environment.

Co- Curriculum Activity

- Served as Senior Member of NSU HR Club, enhancing teamwork and leadership skills by managing event operations.
- Volunteered in multiple events, gaining audience engagement skills.

References

Dr. Mohammad Khasro Mia

Full-Time Faculty/ Professor

- Post-doctoral Degree in Human Resource Management Awarded by Fulbright Commission, Northeastern University, Boston, USA
- Post-doctoral Degree in Human Resource Management Awarded by Japan Society for the Promotion of Science (JSPS), Nagoya University, Japan
- Ph. D. in Human Resource Management, Nagoya University, Japan

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Md. Mofassel Hossain

Full Time Faculty/ Lecturer

- MBA in Supply Chain & Information System, University of Massachusetts, USA.
- BBA in Finance & Accounting, North South University, Bangladesh.

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