

# Sadia Borhan

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## Career Objective

Looking for an opportunity in an organization that allows the adequate scope to utilize my knowledge and skills for the growth of the organization as well as gives a solid foundation for the future growth of my career.

## Work Experience



### **Beximco Pharmaceuticals Limited**

**Intern (January 2020-March 2020)**

- Assisting the recruitment team to achieve their goals
- Analyzing the recruitment policy of the renowned global organization
- Sorting out CVs of different positions
- Evaluating the MCQ part of written exam scripts
- Taking part as an invigilator in written test
- Call candidates for the final interview
- Organizing result sheet of selected candidates



### **East West University**

**Undergraduate Teaching Assistant (September 2018–May 2019)**

- Established Coordination between teacher & students
- Reinforced lessons by reviewing materials & assisting in assessments
- Assisted in research paper publication

## Achievements

- **Dean Scholarship** for outstanding result in 2018 & 2017
- **Creative Poster** award in “**Management Project Exhibition**” held at East West University in 2017
- Got **2<sup>nd</sup> prize** in gaming completion of telecommunication club of East West University in 2016
- **Board Scholarship** based on SSC result in 2013
- **Performed as a dancer** in the grand opening ceremony of ICC WORLD CUP 2011

## Education

- **BBA** (Major in **HRM**) (Passing: **July 2020**) from East West University with a CGPA of **3.74** out of 4.00
- **HSC** (Business Studies) (Passing: **2015**) from Motijheel Ideal College with **GPA 5.00**
- **SSC** (Business Studies) (Passing: **2013**) from Motijheel Govt. Girls High School with **GPA 5.00**

## Skills

### **Computer:**

**MS Office** – Excel (Salary Statement, Payroll, Compensation analysis, Tax calculation, Pivot table and chart, Performance evaluation, Index, VLOOKUP, Hlookup, Sum if, etc.), PowerPoint, Word.

### **Language:**

**Bangla-** Excellent proficiency in reading, writing, listening, and speaking.

**English-** Excellent proficiency in reading, writing, listening and speaking.

## References

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