

## Mashhuda Hanif Rifa

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### CAREER OBJECTIVE

To utilize the opportunities of working with a reputed and progressive organization, where I can achieve my career aspirations in conjunction with the organizational goals and pursue a challenging career.

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### ACADEMIC CREDENTIALS

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| ▪ <b>BBA</b> (Major in HRM, Minor in Marketing)<br>United International University (UIU)<br>CGPA- 3.88 /4.00 | <b>2015-2019</b> |
| ▪ <b>HSC</b><br>Mohammadpur Preparatory School and College<br>Group: Science (Dhaka Board), GPA: 5.00/5.00   | <b>2014</b>      |
| ▪ <b>SSC</b><br>Lalmatia Girls' High School<br>Group: Science (Dhaka Board), GPA: 5.00/5.00                  | <b>2012</b>      |
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### EXPERIENCE

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| ▪ <b>IDLC Finance Limited</b><br><i>Intern, Human Resources Division</i>  | 2019 (May-August)         |
| <ul style="list-style-type: none"><li>- Coordinating recruitment procedures</li><li>- Managing employee database on IDLC HR System</li><li>- Updating the employee database, HR manual and organogram</li><li>- Working on different projects</li><li>- Evaluating the trainers</li></ul> |                           |
| ▪ Head of R&D at UIU Social Services Club<br>Responsibilities: idea generating for new and upcoming events and overall betterment of the club   | 2017 (Oct) – 2019 (April) |
| ▪ Head of Education at UIU Social Services Club   | 2016 (Nov)-2017 (Oct)     |
| ▪ Deputy Treasurer at UIU Social Services Club  | 2016 (May-Nov)            |
| ▪ Volunteer at UIU Social Services Club   | 2015 (Feb)-2016 (May)     |
| ▪ General Member at UIU Finance Forum   | 2015 (Feb)-2016 (March)   |
| ▪ Private Tutor   | 2015 (April)-2016 (June)  |
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### ACHIEVEMENTS

- Obtained scholarship and Tuition fee waiver in *all the trimesters* from 2015-2019.
  - Awarded by Krishi Foundation and Lalmatia Girls' High School for obtaining GPA 5.00 in SSC examination in 2012.
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## TRAININGS & CO-CURRICULAR ACTIVITIES

- Two months Microsoft Excel training (certified) at New Horizons CLC of Bangladesh
  - Training on personal grooming, personal branding, CV & interview techniques by bKash
  - Career session ‘Learn from the Leaders’ conducted by Banglalink HR team
  - Training on ‘Effective Presentation Techniques’ by Kazi IT.
  - Seminar on ‘Global Vendor Management & Communication’ by KITC.
  - Training session- ‘Presentation Masterclass’ organized by Smartifier Academy
  - Project Proforma- a workshop on effective problem solving skills by CASPER-UIU.
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## LEADERSHIP SKILLS

- Event organizer of "*Minds of Society*- an inter-varsity social issues case and fieldwork competition 2017" by UIU Social Services Club.
  - Event organizer of "*Brains of Society*- an intra-varsity social issues case competition 2015" by UIU Social services club and Charity Right Bangladesh.
  - Organizer of different cultural functions, drama and annual sports of Lalmatia Girls’ High School from 2009 to 2011.
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## TECHNICAL SKILLS

- Adept in computer operating and net surfing.
  - Skilled in Microsoft Word, Microsoft PowerPoint & Microsoft Excel.
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## COMMUNICATION SKILLS & OTHER PERSONAL QUALITIES

- Proficient in Bengali (Spoken & written)
  - Proficient in English (Spoken & written)
  - Skilled presenter and expert in report writing
  - Honest, loyal, hardworking, optimist, determined, adaptable, proactive, willing to learn, ability to handle pressure, meet deadlines, solve problems and decision making skills.
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## PERSONAL INFORMATION

- Father: MD. Hanif Miah
  - Mother: Taslima Begum
  - Date of Birth: August 30, 1997
  - Marital Status: Unmarried
  - Religion: Islam
  - Interests: Reading, Social work, Listening Music, Painting, Traveling, Watching Movies
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## REFERENCES

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| <ul style="list-style-type: none"><li>▪ <b>Dr. Mohd Hasanur Raihan Joarder</b><br/>Professor &amp; Director, IBER<br/>United International University<br/>E-mail:raihan.joarder@bus.uiu.ac.bd<br/>Mobile: +8801743331857</li></ul> | <ul style="list-style-type: none"><li>▪ <b>Md. Masum Billah</b><br/>Officer, Talent Acquisition &amp; Employer Branding<br/>Human Resources<br/>IDLC Finance Limited<br/>E-mail: billah@idlc.com<br/>Mobile: +8801731861418</li></ul> |
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