

Tanisha Islam Nisha

A hard-working individual and self-motivated business graduate with a passion for enhancing her knowledge, learnings, and skills to reach a position where she can play a vital role in the organization. Through accepting challenges, I have made my career path intriguing and inspiring. I believe with my innovative thoughts and quick learning ability I will be able to contribute to any organization and stand out as a strong individual.



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SKILLS

MS Office Google Suite Adobe Illustrator Adobe Lightroom Multitasking Organisation Time Management Problem Solving

Teamwork Leadership Communication Public Speaking Creativity Adaptability Negotiation Critical Thinking



WORK EXPERIENCE

Concord Group of Companies | *November, 2020 - February, 2021*
as an HR Intern

- Follow up daily HR activities as organization demand as per the company policy with strong supervision.

Movers Fellowship Programme: Youth Co:Lab & UNDP | *February, 2020 - January, 2021*
as a Facilitator in Bangladesh

- Facilitated virtual workshops to inspire youth to take action

EMK Center | *October, 2019 - October, 2020*
as an EMK Envoy

- Arranged outreach programs of EMK Center at universities and shared information about EMK's events on social media handles and in my university.

Paper Canoe: ULAB Literary Society | *July, 2019 - December, 2019*
as a Vice President

- Create agendas which will promote the club more and arrange events & co-monitored all the activities.



EDUCATION

Bachelors of Business Administration in Human Resource Management | 2016 - 2021 (Graduated)
University of Liberal Arts Bangladesh (ULAB)

- C.G.P.A: 3.26 at a scale of 4.00 (Minored in Media Studies & Journalism)

HSC (Higher Secondary School Certificate) | Dhaka Board | Science Background | 2014-2015
Bir Shrestha Noor Mohammad Public School & College

- Passed with G.P.A. 4.50 out of 5.00

SSC (Secondary School Certificate) | Dhaka Board | Science Background | 2012-2013
Mohammadpur Preparatory Higher Secondary School

- Passed with G.P.A. 5.00 out of 5.00



ACHIEVEMENTS

- Completed “Bright Network Internship Experience UK” as a Consultant Intern.
- Attended as a participant in an international Summit named “Resilient Youth Leadership Summit” organized by Islamic Cooperation Youth Forum (ICYF), Ministry of Youth & Sports of the People’s Republic Bangladesh, and Ministry of Foreign Affairs of the People’s Republic Bangladesh
- Participated in “Resilient Youth Leadership Bootcamp” organized by the University of Cambridge and Ministry of Foreign Affairs of the People’s Republic Bangladesh
- Awarded as a Bronze Awardee at Duke of Edinburgh Award 2019
- Competed in “Insignia'19: A Business Quiz Competition held in Kolkata (India)”
- Elected as a Publication Secretary of Paper Canoe: ULAB Literary Society
- Organized “Youth pen of Thoughts 2019: a writing summit”, collaborated with Paper Canoe: ULAB Literary Society and Dhaka FM 90.4
- Assigned as an Event Manager in ULAB Co-curricular Fest 2019
- Ranked 6th in an Online Photography Contest organized by Dhaka University Environment Society (DUES)



CERTIFICATES

- Microsoft Excel: Excel from Beginner to Advanced - Udemy Academy
- Data Driven HR leadership: Analytics, Metrics and performances
- Microsoft Office Training Bundle by Udemy Academy
- “Virtual workshop on Infographics & DataViz ” by EMK Makerlab
- “Virtual class on Business Model Canvas” by YSI Bangladesh & EMK Center
- “Basic of Digital Marketing” offered by Google Garage
- “Basic Graphic Designing with Adobe Illustrator” by EMK MakerLab
- “Stay United, Stop Violence Poster Competition 2019” held in EMK Center
- “Certification program on employability skill” by Wadhwani Foundation
- ULAB MUN Conference 2019 as a Delegate of Myanmar (UNEP Committee)



VOLUNTEER EXPERIENCES

- UNDP Volunteer in “Accelerator Bangladesh 2.0: National Dialogue to Foster the Startup Ecosystem in Bangladesh 2019”, organized by UNDP, Citi Foundation and supported by Youth Co:Lab
- Translator in “UN Online Volunteer: Movers Programme Bangladesh”
- Author Volunteer at Dhaka Literature Fest 2019
- Stage Volunteer at Dhaka Literature Fest 2018
- General member of ULAB Business Club
- Volunteer in “Orientation of Summer 2019 of ULAB DEH”
- Volunteer in Dhaka Art Week 2018

REFERENCES

Asif Uddin Ahmed
Acting Director of
EMK Center
 director@emkcenter.org

Niaz Morshed Patwary
Assistant Professor at
ULAB School of Business
 niazpatwary@ulab.edu.bd

Shahnoor Islam Khan
Communication & Partner-
ship Manager
at Unilever Bangladesh
 shhnrkhan@gmail.com

SIGNATURE

LANGUAGES

Bangla•
 (Native)
 English•
 (Superior)

INTERESTS

Volunteer Work•
 Painting•
 Traveling•
 Photography•
 Food Reviewing•
 Baking•
 Documentaries•
 Series & Movies•