



A.S.M Sinaul Haque

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About Me

I am an energetic and ambitious person who has developed a mature and responsible approach to the task to accomplish that I undertake or to the situation that I am presented with. Bringing innovation to the approach of regular tasks with my creativity and hard working skill has always been a passion for me. Therefore, I intend to work in an environment that would enable me to use my talent and exert my academic knowledge as well as contribute to institutional goals and would provide excellent opportunities for career advancement and personal growth.

Academic Credentials

Degree Details	Year	CGPA
Bachelor of Business Administration (BBA) North South University, Bashundhara, Dhaka 1229 Major in Finance	2016-2019	3.32
Higher Secondary Certificate (HSC) Bogra Cantonment Public School and College	2014-2015	4.83
Secondary School Certificate (SSC) Biam model school & college Bogra	2008-2013	4.75

Academic Achievement

25% Tuition fee waiver

Work Experience

May 2020 to continue: **Foodpanda Bangladesh**

Designation: Onboarding Executive (Sales Operations)

Responsibilities:

- Manage general activities related to making products and providing services
- Consult with other executives, staff, and board members about general operations
- Analyze financial statements, sales reports, and other performance indicators
- Identify places to cut costs and to improve performance, policies, and programs
- Communication with stakeholders and delivery partners for different inputs
- Initial onboarding training to our vendors
- Ensuring inventories for necessary equipment of vendor training
- Tracking and following up with stakeholders to ensure that the vendor is onboarded

October 2019 to December 2019: **British Council Bangladesh**

Designation: Intern

Responsibilities:

- Assist to coordinate operational activities
- Assist the management to make financial decisions
- Assist to develop strategies and plans to meet organizational goals
- Gather relevant statistical data
- Assist the sales team
- Perform surveys and field studies

September 2017 to December 2018: **Shikhte Chai** (an online educational platform)

Designation: Campus ambassador and Marketing officer

Responsibilities:

- Connect the idea with potential students
- Digital market planning
- Content planning
- Client management

➤ Private Tutoring (School and Intermediate Levels)

Skills

Communication Skills	High	Took part in several business competitions and worked for startups which helped to gain experience in terms of dealing with people.
Leadership Skills	High	Team leader in several course projects, led teams in business competitions.

Technical Skills

Excellent: MS PowerPoint | MS Word | MS Excel |

Intermediary: Adobe Photoshop | Adobe Illustrator | Adobe Premiere Pro | SPSS | R Studio |

Moderate: MS Excel | MS Access | Java | WordPress | G Suite | Canva |

Language Skills

Fluent in: English | Bangla

Training and Workshops

Understanding Equality, Diversity and Inclusion

Fraud Awareness Mandatory Training

Information Management

Safety and Security Mandatory Training

Child Protection Mandatory Training

Short course on News Presentation and Journalism

Microsoft Excel courses on Financial Modeling

Extra-Curriculum Activities

Senior cadet of Bangladesh National Cadet Corps (2013-2015)

Former general member of Art and Photography club NSU

Participants of several business competitions

Represented (British Council) at Dhaka Lit Fest 2019

Personal Details

Father's Name: Md. Farayzul Haque.

Father's Occupation: Senior Principal Officer, Sonali Bank (Retired)

Mothers Name: Saleha Haque.

Mother's Occupation: Govt. School Teacher (Retired)

Permanent Address: South Thanthania, Bogra, 5800.

Date of Birth: 02/10/1998

Hobbies and Interests

Entrepreneurship | Reading | Writing | Photography | Traveling | Video games | Cricket | Fishing | Driving | Swimming |

References

Name: MD.Nurul Kabir (Ph.D, Griffith University, Australia)

Designation: Assistant Professor

Department of Accounting & Finance

Workplace: North South University

Phone no: +880-2-55668200 Ext: 6054

Email: nurul.kabir@northsouth.edu

Name: Mahabub Alam

Designation: Head of Customer Services & Sales

Workplace: British Council Bangladesh

Phone no: +8809666773377

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