



# ALEYA SULTANA ALO

## CONTACT DETAILS



PHONE: +880 173 222 7233

LINKEDIN: <http://www.linkedin.com/in/aleya-alo-07211416a>

EMAIL: [alayaalo94@gmail.com](mailto:alayaalo94@gmail.com)

Mailing Address: 68/E, North Road, Dhanmondi, Dhaka-1205.

## WORK EXPERIENCE



- Working as a **Management Trainee** at the **Sales and Marketing Department** at **Duronto television (Barind Media Ltd)**, a media concern of **Renaissance Group** since October 2019 till present.
- Worked as a **Marketing Intern** at the **Channel Operations** team in **Market Operation Division** at **Robi Axiata Limited** since May 2019 till August 2019.

## INTERPERSONAL SKILLS



Organizing	90%
Team Work	95%
Communication	95%
Presentation	90%
Leadership	90%

## LANGUAGE PROFICIENCY



Bangla	Native Proficiency
English	Full Professional Proficiency (Preparing for IELTS examination)

## COMPUTER SKILLS



- MS Word
- MS Excel
- MS Power Point
- Adobe Photoshop
- Adobe Illustrator
- SPSS (Basic)

## CAREER OBJECTIVE



Pursuing for a challenging job with greater opportunity and responsibility as a marketing veteran for adding utmost value to the organization as well as myself.

## ACADEMIC QUALIFICATION



**Bachelor of Business Administration (BBA)**  
 Institution: **United International University (UIU)**  
 Major Area: **Marketing**  
 Current CGPA: **3.65** on a scale of 4.00  
 Passing Year: **Summer 2019**

**Higher Secondary Certificate (HSC)**  
 Institution: **Dhaka City College**  
 Board: **Dhaka**  
 Study Field: **Business Studies**  
 GPA: **5.00** on a scale of 5.00  
 Passing Year: **2014**

**Secondary School Certificate (SSC)**  
 Institution: **YWCA Higher Secondary Girls' School**  
 Board: **Dhaka**  
 Study Field: **Business Studies**  
 GPA: **5.00** on a scale of 5.00  
 Passing Year: **2012**

## CO-CURRICULAR ACTIVITIES



- Worked as a **Treasurer** of CASPER-UIU Chapter from November 2018 to present.
- Volunteered in "**The 1<sup>st</sup> Inter College Dhaka Zonal Academic Quiz Competition-2019**" in January-2019.
- Worked as an **Assistant General Secretary** of CASPER-UIU Chapter from June 2018 to October 2018.
- Participated in the "**Financial Education for the Youth with a view to Implementing SDG**", A training programme organized by the Islamic Bank Training and Research Academy in July 2018.
- Participated as a successful organizer in "**National Career Conference 2018**".
- Worked as an **Executive Member** in UIU Finance Forum.
- Successfully Participated in "**Team Green**", An Intra-varsity HR Competency Competition in August 2016.
- Participated in "**HR Hulk**", A National University HR Case Competition in October 2015.

## ACTIVITIES IN CASPER-UIU CHAPTER



- Worked on a National Social Business Project Named "**Casper Digital Healthcare Center (CDHCC)**".
- Organized a workshop on Effective Problem-Solving Skills named "**Project Proforma**" in February 2019.
- Arranged a workshop on "**Global Career in Project Management**" in July 2017.
- Organized a seminar on "**Career Counseling Session**" in association with Banglalink, Bd jobs and Daraaz.com.
- Arranged a seminar on "**Role of Youth in Transforming Women's Lives**" in association with UNV.
- Organized a seminar on "**She Dialogue**" by TripZip Tours, Partex Group along with Casper UIU.

## WORKSHOPS AND SEMINARS



- Attended a workshop on “**Ideation and Project planning**” organized by Casper Foundation.
- Attended a lecture session on “**Time and Stress Management**” facilitated by Optima HR Solutions in December 2017.
- Attended a workshop on “**Supply Chain Management**” facilitated by Bangladesh Supply Chain Management Society (BSCMS) in June 2017.
- Participated in the “**12<sup>th</sup> Graphics Design Basic Short Course**” (3 months) organized by UIU Career Counselling Centre.

## PERSONAL INFORMATION

- Father's Name: **Md. Abdul Ali**
- Mother's Name: **Afroza Sultana**
- Nationality: **Bangladeshi**
- National Id No: **19972691616000111**
- Date of Birth: **December 04, 1997**
- Blood Group: **A +(ve)**
- Marital Status: **Unmarried**
- Personal Interests: **Riding Scooter, Cycling, Travelling, Singing.**

## ACHIEVEMENTS

- Secured 50% scholarship in five trimesters and 50% Tuition Waiver in seven trimesters for maintaining CGPA above 3.50.
- Awarded “The Best Student's Performance Award-2012” for Outstanding Performance in the SSC Examination.
- Awarded for 100% Attendance and Punctuality.
- Got 1<sup>st</sup> prize in inter-school science fair for the year 2008.
- Got many prizes and gifts in annual sports of school.

## REFERENCES

### Abdus Sobhan Shamim

Chief Financial Officer and Company Secretary, ATN News,  
Kazi Nazrul Islam Avenue  
Karwan Bazar, Dhaka-1207, Bangladesh.  
Cell: +880 171 159 5359  
Email: [sobhanshamim@gmail.com](mailto:sobhanshamim@gmail.com)

### Asif Ahmed Tonmoy

Innovation Manager, Dnet,  
4/8 Humayun Road, Block B, Mohammadpur  
Dhaka, Bangladesh.  
Cell: +880 181 988 2501  
Email: [asifahmedtonmoy@gmail.com](mailto:asifahmedtonmoy@gmail.com)

### Md. Manjurul Haque Khan

Director,  
Career Counseling Center  
Directorate of Student Affairs  
United International University  
Cell: +880 188 349 8080  
Email: [mhkhan@admin.uiu.ac.bd](mailto:mhkhan@admin.uiu.ac.bd)