

Mailing address:

Aditi Dey

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Career Objective:

To succeed in an environment of growth and excellence and earn a job which provides me satisfaction and self-development and help me to achieve organizational goal.

Employment History:

Novartis (Bangladesh) Limited

AHN Tower (7th floor),

13 Bir Uttam C.R Dutta Road (Old Sonargoan Road),

Bipanan C/A, Dhaka 1000, Bangladesh

Joining Date: 16th January, 2018

End Date: 16 April, 2018

Worked as an Intern in Admin (REFS) Team

Education:

- | | |
|---|--|
| <ul style="list-style-type: none">● DHAKA UNIVERSITY
Master of Business Administration (MBA Evening)
Major: Management | Dhaka
Continuing |
| <ul style="list-style-type: none">● NORTH SOUTH UNIVERSITY
Bachelor of Business Administration (BBA)
Major: 1. Human Resource Management
2. International Business | Dhaka
Spring (April), 2018 |
| <ul style="list-style-type: none">● MOTIJHEEL IDEAL SCHOOL & COLLEGE
Higher Secondary School Certificate (HSC)
Group: Science | Dhaka
2012
GPA: 4.70 out of 5.00 |
| <ul style="list-style-type: none">● MOTIJHEEL GOVT. GIRLS HIGH SCHOOL
Secondary School Certificate (SSC)
Group: Science | Dhaka
2010
GPA: 5.00 out of 5.00 |

Project work experience:

- Analyze competitiveness of any country to do business
- Project on country risk analysis to start a new business
- Analyze the labor law (wages, leave, company laws) among 10 different firms

Skills & Interests:

- **Technical:** Working knowledge on Microsoft Windows application packages including- **MS Word, MS Excel, MS PowerPoint, MS Access.**
- **Language:** Fluent in English, Native Bengali.
- **Interpersonal skills:** Team working, Problem solving and Decision making, quick-learner and committed person.
- **Interests:** Gardening, cooking, listening music.

Awards and Achievements:

- Achieved 2nd position in science fair which was held in school in 2007
- Organized and attended NSU'ers Meet Corporate Icons'2014.

Extra-Curricular Activities:

- Probationary member at **NSU Earth Club**, 2016
- Organized **HR seminars** at North South University Campus,
- Attended and organized "**NSU Haat Bazar 2016**".

References:

- Name: Ashis Kumar Roy

Position: Human resource business partner (HR & Administration)

Address: Tigers Den House 4(SW), Bir Uttam Mir Shawkat Sharak, Gulshan 1, Dhaka-1212

Mobile: +8801962424305

Email: asroy@banglalinkgsm.com

- Name: Aditi Sonia Mansur Mahmud

Position: Senior Lecturer, North South University (Marketing and International Business)

Address: Plot: 15, Block: B, Bashundhara, Dhaka-1229

Mobile: +8801715010605

Email: aditimahmud@hotmail.com