





# OPARAZITA MOSTOFA

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## CAREER OBJECTIVE

Achieving an interesting and challenging job, where I can utilize my degree in finance, knowledge gained in previous academic courses, my interpersonal and technical skills in order to develop my career as well as to contribute to the welfare of the organization by dedication, hard work and passion.

## EDUCATION

### **MBA | NORTH SOUTH UNIVERSITY**

Major: Marketing & HRM, CGPA: 3.00/4

**May 2019**

### **BBA | NORTH SOUTH UNIVERSITY**

Major: Finance and Accounting, CGPA: 2.78/4

**May 2014-December 2018**

### **HSC | GOVT. AZIZUL HAQUE COLLEGE, BOGRA**

Business Studies, Rajshahi Board, GPA: 5.00/5

**PASSING YEAR: 2012**

### **SSC | GOVT. GIRLS' HIGH SCHOOL, BOGRA**

Business Studies, Rajshahi Board, GPA: 5.00/5

**PASSING YEAR: 2010**

## PROFESSIONAL EXPERIENCES

### **Regional Coordinator**

Response Ltd.

**February 2019-November 2019**

(Banglalink Digital Communications Ltd.  
B2C Sales and Distribution  
Dhaka West Region)

### **Intern**

**September 2018-December 2018**

Banglalink Digital Communications Ltd.  
Channel Planning  
B2C Sales and Distribution

## Bangladesh Youth Leadership Center (Dhaka,Bangladesh)

- ❖ Workshop, Art & Practice of Leadership(APL)
- ❖ Workshop,Office of Professional Development(OPD)



## EXTRA-CURRICULAR ACTIVITIES

- |   |                             |
|---|-----------------------------|
| ❖ Bangladesh Red Crescent Society                               | December 2006 – Present     |
| ❖ Red Crescent Youth, Bogra                                     | February 2008- Present      |
| ❖ General Member at Bisso Shahitto Kendro,Bogra                 | January 2008- December 2012 |
| ❖ General Member at Prothom Alo Bondhushava,Bogra               | July 2015- Present          |
| ❖ General Member at Human Resource Club ,North South University | July 2015- December 2015    |
| ❖ General Member at North South Social Services Club            | July 2014 -2018             |



## PROFESSIONAL SOFTWARE SKILLS

- ❖ **Microsoft excel:** Attained in three workshops on the excel training (Basic).Arranged by the Career and placement center of North South University.
- ❖ **PowerPoint:** Learned how to make slides with using shapes that will move using transitions and animation. Made a number of PowerPoint slides for academic purposes.
- ❖ **MS Word:** Advanced level of proficiency. Learned how to break the page, formatting the page number where we need to start, made full designed reports for the academic purposes.
- ❖ **Quickbooks:** Accounting based software . How to create an account in a company profile to keep transactional activities and create Trial balance, Journal , General Ledger, Profit and Loss statement, Cash flow statement, Balance Sheet .



## SOFT SKILLS

- ❖ Strong desire & willingness to take new challenge of designed responsibility.
- ❖ Excellent communication & interpersonal sensibility, proactive & self-motivated.
- ❖ Energetic, honest, sincere about time and work.
- ❖ Able to work under pressure as a team and individual.
- ❖ Strong analytical and problem solving skills.

Interests: Travelling,Participated in many cultural programs (also performed on TV)



## HONOR AND ACHIEVEMENT

- ❖ Certificate on Effective Communication & Sales Leadership Training by Banglalink Digital Communications **2019**
- ❖ Recognized as a dedicated and diligent member of Bogra Red Crescent Unit **2018**
- ❖ Honored by Transparency International Bangladesh for SSC Result. **2010**



## ACADEMIC PROJECTS

- ❖ Five Years (2012-2016) Performance Analysis on Prime Bank, National Bank and Merchant Bank Calculated 10 profitability ratios, efficiency ratios and capital adequacy ratio using the excel.
- ❖ Project on Industry analysis between DSE & NYSE and Local Commodity Store Practices. Health care Industry for the comparison between DSE & NYSE. Chosen company are Dhaka Stock Exchange Enlisted Square Pharmaceuticals, Beximco Pharma, AstraZeneca plc, Novartis International AG.
- ❖ Project on Analysis of stock valuation and equity of Beximco Pharma, BDCOM, GP, Confidence Cement, Olympic.



## REFERENCES

Mr. Abdullah Al Mamun  
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