

Nishat Tasneem

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Career objective:

My aim is to work innovatively for the enhancement and betterment of education. I aspire to work for an institution which offers career growth and chances to learn and improve my knowledge.

Work Experience(s):

- Working with “**ACI Limited**” as Coordination Officer under Consumer Brand (*September’19 – till date*)

Responsibilities:

- Analyze and ensure the implementation of employee recruitment, Casual staff management
- Ensure attendance and leave management of all types of employees
- Ensure salary, overtime and benefits administration of the office on time and prepare different types of report as and when required by the management
- Preparing various financial reports
- Maintaining and updating electronic and paper records to ensure information is organized and easily accessible
- Preparing contents for annual report, press release, social media contents and so on
- Evaluating and finding out the trend of rice price
- Processing all types of bills
- Handle corporate admin tasks efficiently and timely.
- To direct, control and monitor the overall administrative activities of the Company.
- To ensure the entire activities related to Compliance of the Company

Additional Key Responsibilities:

Any key duties instructed by the management from time to time

- Worked with “**Bijoy International School**” as a Faculty for Junior Level (*June’18- August’19*)

Responsibilities:

- Conduct classes as a full time faculty.
- Prepare lesson plans, lecture materials and actively involvement in developing curriculum is required
- Evaluate students' assignments and written works.
- All academic responsibilities related to student’s exams and other duties

- Worked with “**Saifur’s Coaching Center**” as a Mentor in Mirpur-10 Branch, Dhaka (*August’18- August’19*)

Responsibilities:

- Responsible to instruct Spoken English courses
 - Assisting students for preparing smart presentation and public speaking
 - Arranging argumentative debate session among students
 - Assisting students to learn standard grammar & writing
- Worked with “**Nestlé Bangladesh Limited**” in *Human Resources* Department under as an **Intern** (November’17 - May’18)

Responsibilities:

- Prepare weekly / monthly plan or schedule for job interviews, assessment and orientation programs
 - Managing CSR activities
 - Managing media monitoring
 - Facilitate attendance, leave, compensation & benefits, welfare programs etc
 - Preparing media releases along with preparing statements
 - Maintaining external and internal communication through Nestalk
 - Promotion of marketing activities internally and externally
- Worked in “**LankaBangla Finance Limited**” at *Recruitment and Performance Management* Department under *Human Resource Division* as an **intern** (13 August’17 - 12 November’17)

Responsibilities:

- Identifying the needs of current and future labor demands and organizational, divisional, departmental and individual development needs
 - Focusing on recruiting activities aimed at attracting the right candidates for the job and recruiting activities which include internal efforts, college hiring fairs, technical and vocational events and so on
 - Conducting the interview process to select the right candidate
 - Making Memorandum of selected candidates along with their appointment letter
 - Keeping a record of employee’s performance, achievements, successes and challenges
- Worked as a “**Student Tutor (ST)**” at **BRAC University** from January, 2016 to December, 2016
 - Reinforcing lessons presented by teachers by reviewing material with students
 - Assisting faculties with recordkeeping, such as tracking attendance and calculating grades
 - Assisting teachers in preparing for lessons by getting materials ready or setting up equipment
 - Assisting to develop programmes of learning activities and adapting appropriate materials
 - Assisting with club activities such as: club fairs, events, trips and activities
 - Worked as a **Student Mentor** (paid) in “**BRAC University Career Service and Student’s Affair**” (April’16 to August’16)

Responsibilities:

- Assisting student for their club activities, counseling, mentoring and so on
- Communicating with the alumni of BRAC University
- Writing proposal letter for different purposes of the organization and so on

Formal Education (s):

- 2021** **APSCM | Indian Institute of Management, Calcutta**
Advanced Programme in Supply Chain Management
- 2020** **Master of Business Administration | BRAC University**
CGPA: **3.62** | Major: **Operations Management & Finance**
- 2017** **Bachelor of Business Administration | BRAC University**
CGPA: **3.58** | Major: **Finance** | Minor: **Human Resource Management**
- 2012** **Higher Secondary Certificate (H.S.C)**
GPA: **5.00 / 5.00** | Science Group | SOS Hermann Gmeiner College
- 2010** **Secondary School Certificate (S.S.C)**
GPA: **5.00 / 5.00** | Science Group | Shaheed Bir Uttam Lt. Anwar Girls' College

Further Education (s):

Supply Chain Management
Rutgers the State University of New Jersey
(Coursera 'Specialization')

Course Content (s):

- Fundamentals of Logistics
- Fundamentals of Operations
- Fundamentals of Planning
- Fundamentals of Sourcing & Strategy

Human Resource Management: HR for People Managers
University of Minnesota
(Coursera 'Specialization')

Course Content (s):

- Preparing to Manage Human Resources
- Recruiting, Hiring, and Onboarding Employees
- Managing Employee Performance
- Managing Employee Compensation

Get Interactive: Practical Teaching with Technology
University of London
(Coursera 'Specialization')

Course Content (s):

- Enriching course content with multimedia
- Student production of content & encouraging students to collaborate
- Formative Assessment & Feedback

Achievements:

- Completed graduation with **Distinction**
- Awarded for "**Dean's List**" for 2 semester based on merit
- Certificate for participating in "*ACCA Business-Accounting Competition*" in 2017
- Verbal Mention Award in KIIT MUN-2015, India
- Scholarship based on Merit from Vice- Chancellor of BRAC University (Fall 2017-Summer 2019).
- Verbal Mention Award for Best Presenter by Mahreen Mamun, Senior Lecturer, BRACU (Spring '17)
- Award for brilliant success at HSC Examination, 2012 by SOS Hermann Gmeiner College

Achievements:

- Credential award for brilliant success at SSC Examination, 2010 by Daily Prothom Alo & Robi
- General Board *Scholarship* in SSC (Place: 80th, Science Group, Dhaka Board, 2010)
- General Board *Scholarship* in Class VIII (General Grade)
- Scholarship from “*Student Welfare Association Scholarship*” in Class VIII
- Certified for “*Presentation Skill*” by BRAC University (Savar Campus)

Extra-Curricular Activities & Voluntary Works:

Extra-Curricular Activities

- Published a *Paper* on “*Affecting Factors for the Fluctuation in Stock Price*” in International Conference on Business and Management (ICBM 2019)
- Published a *Paper* on “*A Critical Literature Review on the Comparative Analysis between Principles versus Rules Based Accounting Standards*” in International Conference on Business and Management (ICBM 2017)
- Worked as a Senior Executive at Finance Department in *BRAC University Marketing Association*
- Worked in Communication and Logistic Department of *BRAC University Marketing Association*
- Participated in *KIIT (Kalinga Institute of Industrial Technology) International MUN’15, Bhubaneswar, India*
- Participated in *Jahangir Nagar Model United Nations Conferences-2015*
- Participated in *Dhaka University Model United Nations-2015*
- Participated in “*ACCA Business-Accounting Competition*” in 2017

Voluntary Works

- Associated with *Business & Economics Forum* and *BRAC University Marketing Association* club
- Host in *Orientation Program of BUMA-2016*
- Volunteer at *SAGC Annual Program*
- Helping child with special needs
- Tried to help unprivileged students and gave them lectures on Mathematics, Physics and Chemistry

Leadership and Team Work

- Led the delegates of 25 countries in *KIITMUN*
- Led a team of 5 in *ACCA Business competition*

Skills:

- IT: Microsoft PowerPoint, MS Project, Microsoft Excel, Microsoft Word, SPSS, Photoshop, Illustrator
- Linguistic Skills:
 - English: Proficient in Speaking, Reading, Listening and Writing
 - Bengali: Native

Interpersonal Skills:

Adaptability | Team work | Self-managed & Self-confidence | Stress tolerance | Critical analysis |
Ethical Sensitivity | Organized & Hardworking | Reasoning & Analytical skills | Problem solving ability.

Trainings:

- Transformation to Professional arranged by ACI Limited on 3rd November'19 includes: networking, how to make effective communications, how to work in a team to achieve organizational goals, time management and so on
- Professional Skills Development Program (PSDP) arranged by Career Services Office, BRAC University from Jan'17 to Aug'17 includes: self-assessment, networking, occupational and company research, resume writing, skills and job search, interview preparation
- Training and Resource Centre (TARC'14): Three months' residential semester covered with several training, theory, seminars, workshop and practical learning. Studies included: social lab, different seminars, language training, time management skills, group exercise, site visit and so on

Activities/Interests:

Research, psychology, customer service/relations, public relations, women's development, communication theory, leadership, writing, reading, intercultural competency, networking, student/youth development and organizational behavior, competency on Microsoft products, social media, traveling and education

Reference(s):

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| <ul style="list-style-type: none">• Professor Mohammed Tareque Aziz, Ph.D
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