



SAYEEMA RAHMAN

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OBJECTIVE

Obtain a position that will enable me to utilize my skills, drive towards task accomplishment and ability to work well with people and want to grow both as an individual and a professional leader by nurturing leadership, teamwork and communication skills.

EDUCATION

BBA-North South University

Major: Finance and Accounting, CGPA: 2.92/4.00

April 2014- 2019

HSC- Dhaka City College

Business Studies, GPA: 4.30/5.00

Passing Year -2013

SSC- Dhanmondi Govt. Girls High School

Science, GPA: 4.63/5.00

Passing Year- 2011

EXPERIENCE

1. Front Desk Executive (part-time)
North South University

January 2019 onwards

Job Description/Responsibilities:

- First point of contact to external stakeholders
- Coordination and communication with other departments

2. Marketing Executive
Lab-Gig

May 2016-December 2017

Job Description/Responsibilities:

- Direct Marketing
- Develop new clients and maintain customer relation

PROJECT AND CAMPAIGN

- ❖ Stock value calculation of company like Bata, BATBD, Grammenphone etc.
- ❖ Financial performance analysis through analyzing ratios for NCC Bank, ONE Bank and Prime Bank Limited.

EXTRA CURRICULAR ACTIVITIES:

- Participating in AYUSH present Master of Ideation organized by NSU YES club.
- Participating in ROBI present AD MAKER biggest AD competition in Bangladesh.
- Participating in Battle of Mind competition.
- Work as Volunteer for NSU SBE for Admission test summer 20119
- Participate in various seminars, talk show about finance related topic.

PROFICIENCY

Language:

- English: Excellent in writing, reading and speaking.
- Bengali: Excellent in writing, reading and speaking.

Computer:

MS PowerPoint
MS Excel
MS Word

SKILLS

- Leadership
- Effective Communication
- Multitasking
- Time management
- Goal oriented
- Team work ability
- Work under pressure
- Organized in task
- Proactive learner

REFERENCES

Asif Chowdhury
Senior Executive
Office of the Pro
Vice-Chancellor
&

Lecturer
Department of
Economics
North South University
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