

# Sadia Chowdhury



## Contact

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## Skills

### Interpersonal skills:

- Excellent Interpersonal skills
- Ability to work under pressure
- Strong team player
- Good analytical ability

### Basic Computer skills

- Microsoft word
- Microsoft excel
- Microsoft PowerPoint
- Internet Browsing and E-mail communication

### Language skills:

- English
- Bangla

(Fluent in speaking, reading and writing)

## Field of interests

- Watching Movies (English, Korean, Tamil)
- Travelling (Historical places, Foreign countries)
- Playing games (Chess, Carom, Badminton)
- Cycling

## References

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## Objectives

To work in an environment where I can get the opportunity to enhance my knowledge, learn to undertake multiple responsibilities, gather experiences to improve my skills and use my academic knowledge to perform marketing and management activities of the organization in order to advance my career.

## Education

### **Bachelor of Business Administration (BBA) May 2019**

BRAC University, Mohakhali, Dhaka  
Major 1 : Human Resource Management  
Major 2 : Marketing  
CGPA : 3.01 out of 4.00

### **Higher Secondary Certificate (H.S.C) 2012**

Narsingdi Govt. College, Narsingdi.

Group : Science

GPA : 5.00 out of 5.00

### **Secondary School Certificate (S.S.C) 2010**

Narsingdi Govt. Girls' High School, Narsingdi.

Group : Science

GPA : 5.00 out of 5.00

## Work experiences

### ➤ **Human Resource Officer**

Organization : **Accfintax (September 2019 -present)**

#### **Major responsibilities:**

- ❖ Employees daily attendance and leave record files maintaining
- ❖ Monthly preparing salary sheet and OT of all office personnel
- ❖ Coordinating recruitment & selection process
- ❖ Candidates interview session arranging
- ❖ Appointment letter preparing
- ❖ Conducting orientation program and briefing to newly appointed employees about HR policies of the organization
- ❖ Preserving and maintaining confidential data for official document
- ❖ Arranging meetings with new clients
- ❖ Explaining complex information clearly and simply to the clients
- ❖ Representing the company's activities to the clients
- ❖ Helping with various arrangements internally, from travel to processing expenses
- ❖ Corporate meeting attending
- ❖ Office procurement list maintaining
- ❖ Assistance of Head of HR to perform daily official activities
- ❖ Liaising with foreign partners/co-workers
- ❖ Looking after basic IT function

### ➤ **HR Intern**

Organization: **Accfintax (January 2019-April 2019)**

## Training, workshops & seminars

- ❖ International Conference on "Redrawing Gender Boundaries in literary terrains"-2017
- ❖ "Grooming & Etiquette" session in BRAC University Residential Semester-2014

## Extra-curricular activities

- ❖ Volunteer at Centre of Entrepreneurship Development (CED),BRAC University- 2016
- ❖ Member in BRAC University Chess Club (January 2015-December 2015)

## Achievements

- ❖ Won 3<sup>rd</sup> award in Intra University Chess Competition in BRAC University- 2016
- ❖ Won 2<sup>nd</sup> award in "Case Study" competition in BRAC University - 2014