

## MST. AUNAMIKA SHARMIN

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### Career Objective:

To achieve successful career through devotion, commitment and hard work with an opportunity to work enthusiastically in Human Resource Management and International Business sector of any renowned organization in an environment of excellence.

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### Work Experience:

#### **1. Sr. Officer- Key Account Management**

Nitol Niloy Group (TATA Division)

August, 2016 to Present (3.4 years)

#### **2. Product Management (Internship)**

BRAC Bank Ltd. (Head Office)

January to April, 2015

### Responsibilities & Duties:

- a. Prepare regular reports of progress and forecasts to internal and external stakeholders using key account metrics objectives
- b. Playing an integral role in new business pitches and hold responsibility for the effective on-boarding of new clients.
- c. Improve healthy interactions with a portfolio of foremost clients to safeguard they do not turn to competition
- d. Attain a systematic understanding of key customer desires and requirements
- e. Confirm the correct products and services are delivered to customers in appropriate manner
- f. Focusing on growing and developing existing clients, together with generating new business.
- g. Serve as the link of communication between key customers and internal teams
- h. Creating, negotiating and closing commercial agreements.
- i. Resolve any issues and problems faced by customers and deal with complaints to maintain trust
- j. Play an integral part in generating new sales that will turn into long-lasting relationships

### Educational Background:

**2019:** Human Resource Management Competency (HRMC)

Institute of Business Administration (IBA), Dhaka

**2017:** Master of Business Administration (MBA)

North South University, Dhaka

Concentration on **Human Resource Management**

**2015:** Bachelors of Business Administration (BBA)

North South University, Dhaka

Concentration on **Human Resource Management & International Business**

**2009:** Higher Secondary Certificate (HSC)  
GPA 4.80 out of 5.00 (**Science**)  
Govt. Azizul Haque College Bogra  
Board of Rajshahi

**2007:** Secondary School Certificate (SSC)  
GPA 5.00 out of 5.00 (**Science**)  
Bogra Govt. Girls' High School  
Board of Rajshahi

#### **Workshops and Training:**

- Visited *Meghna Group, Gemcon Group, SIEMENS, BASF Bangladesh, Linde Ltd., Basundhara Group, East West Media Group, DHL, Aman Group, Eskayef Bangladesh, Benham Pharmaceuticals Bangladesh, Total Garments* to gather hands-on knowledge about HR issues of that specific company.
- Attended seminars of career fair 2013 at North South University.
- Attended seminars of program 'NSUer's Meet Corporate Icons' in 2011, 2012, 2013, 2014.

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#### **Extracurricular Activities:**

- Achieved Junior Scholarship in the year of 2004.
- Former Member, Govt. Azizul Hoque College, Bogra student committee in year of 2007-2008.
- Volunteered in Girls' Guide, Bogra Govt. Girls' High School in year of 2003-2004.
- Volunteered in NSU 16<sup>th</sup> Convocation in year of 2013

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#### **Interpersonal and Communication Skills:**

**Leadership:** Possess the ability to manage people and coordinate.

**Stress Management:** Capable of working under stress and can work for a long period.

**Hard Working:** Ability to work hard and do not stop without getting a satisfactory result.

**Communication Skills:** Can communicate fluently in both English and Bengali with people in proper manner and make friendly relationship with them

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#### **Computer Skills:**

- Operating System: Windows XP, 2007, 2008, 2010, 2013
- Software Application: MS Office Suite, Internet explorer, Google Chrome, Mozilla Firefox, SPSS

#### **References 01**

Dr. Md. Khasro Miah  
Director  
North South University  
Plot #15, Block # B, Basundhara  
R/A, Dhaka-1229, Bangladesh.  
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#### **References 02**

Mr. Kawser Ahmed  
Assistant General Manager  
Nitol Motors Ltd.  
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