
Sabiha Sultana

- Address: House# 20, Road# 8, Block# A, Bochila City Developers Ltd. Dhaka-1207.
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OBJECTIVE:

A challenging professional career which would help me to utilize my academic background, assist me to gain experience, employ my professional skills and enable me to make positive contribution.

EXPERIENCE

- **Grameenphone Ltd.**
Apprenticeship Program
Current Position- Trainee, Distribution Operation (October 01, 2018 to July 29, 2020)

Achievements

- Achieved best employee of the month award.

Roles & Responsibilities

- Correspondent daily working activates by email to RM.
- Directly involved in sales as per company made target.
- VTS activation, suspend, resumption, disconnect, vts internet active.
- Work with AUC Data.
- Work with Activation Ticketing System service.
- E@I Migration
- Changing package rate plan
- SIM ownership transfer
- Active new joining sim and employee data sim
- High priority customer roaming activation

- **Masafi Group of Industry**

Jr. Executive, HR & Admin (June 01, 2017 to September 31, 2018)

Responsibilities:

- Day to day HR operational activities.
- Handling employee on-boarding and exit processes.
- Coordinate orientation and induction program.
- Maintain and update employee master database and organization structure.
- Assist in providing relevant tools program to attract, develop and retain talents.
- Coordinate for offsite and onsite test and interview.
- Coordinate reference and background verification with agent.
- Prepare and update training calendar linked with TNA.
- Coordinate of training programs as per training calendar.
- Facilitation for relevant HR training modules.
- Work with leaders to analyses, anticipate and outline present and future organizational capability.

EDUCATIONAL QUALIFICATIONS

Degree	CGPA	Institution	Department	Passing Year
L.L.B	On Going	Dhanmondi Law College		
P.G.D	3.58 (Scale of 4)	Bangladesh Institute of Management (BIM)	HRM	2018
B.B.A	3.41 (scale of 4)	Daffodil International University	HRM	2017
H.S.C	4.80 (scale of 5)	Bir Shrestha Munshi Abdur Rouf Public College	Business Studies	2013
S.S.C	4.56 (scale of 5)	Bir Shrestha Munshi Abdur Rouf Public College	Business Studies	2011

COMMUNICATION SKILLS

English & Bengali

EXTRACURRICULAR ACTIVITIES

Executive Member of Daffodil Business Incubator (DBI) from 2015 where we help the new Entrepreneur and organizing several Business Plan Competition, Business fair, Conferences, Workshop.

IT LITERACY

Software: MS Office, Operating System: Windows XP, 7, Internet Browsing, MS Access, Adobe Photoshop
File sharing & Correspondence

TRAINING AND EVENTS

- Global People Paradigm – August 14, 2014.
Resource person: Mr. Michael A. Porter.
- Participated in Daffodil Career Fair 2014.

PERSONAL DETAILS

- Name : Sabiha Sultana
- Date of Birth : 28th October, 1996
- Father's Name : Md. Sorman Ali
- Mother's Name : Jahanara Begum
- Present Address : House# 20, Road# 8, Block# A, Bochila City Developers Ltd. Dhaka-1207.
- Permanent Address : Vill+P.O: Paikarhat, P.S: Santhia, Dist: Pabna
- Religion : Islam (sunni)
- Nationality : Bangladeshi (by birth)

REFERENCES

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