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ITTEZA CHOWDHURY

OBJECTIVE

I am an avid learner with high ambitions to establish myself as a professional, looking to work for a company where I can explore my potential further and add my skills as an asset for the welfare of the organization.

SKILLS & ABILITIES

- ✓ Proficient user of Microsoft [Word](#), [Excel](#) and [PowerPoint](#).
- ✓ In depth knowledge regarding [Tally ERP 9](#) (Enterprise Resource Planning) Software.
- ✓ Prudent data analysis and interpretation skill by using IBM Statistical Package for the Social Science ([SPSS](#)) Software.
- ✓ Fluent in [Oracle Database 10g](#) (Express Edition) Database Management System.
- ✓ Achieved basic knowledge in [French](#) language (speaking & writing), fluent in Bangla and English.
- ✓ Basic knowledge in [Adobe Photoshop](#) and [Lightroom](#).

WORK

EXPERIENCES



[SALES OPERATION EXECUTIVE](#), FOODPANDA BANGLADESH LIMITED

21st MAY 2020 – PRESENT

- ✕ Trained with Zoiper, Salesforce (Lightning Experience), VICI Dial, GoDroid, Soti, MobiControl, Backend, WP Chat and much more applications (apps).
- ✕ Directs and coordinates Supply Chain functions through strategy, resource optimization, monitoring stock level and tracking parcels shipment.
- ✕ Onboarding vendors and helped others to exceed monthly team targets (KPI) and all activities of revenue generation.



[INTERNSHIP](#), FIRST SECURITY ISLAMI BANK LIMITED [FSIBL], DHAKA

12th JANUARY 2020 – 22nd MARCH 2020

- ✕ Analyzed financial information, tax returns, credit bureau reports and other related materials.
- ✕ Assisted in negotiations of terms and conditions of all decisions made via phone and e-mail interaction with clients.
- ✕ Acquainted with the concepts, principles, objectives & distinguishing features of Islamic Economics, Banking & Finance.

EXTRA- CURRICULAR ACTIVITIES



VICE PRESIDENT, BUP CULTURAL CLUB

January - December (2019)

- Organized different cultural programs since 2016 (BUP Cultural Fest, Folk Fest, BUP Day, Pôhela Boishakh, Pôhela Falgun etc.)
- Got the best performance award in DIU Youth Fiesta 2017 for MIME Act.



DEPUTY GENERAL SECRETARY, BUP PHOTOGRAPHY SOCIETY

March - December (2019)

- Involved in developing new ideas and forming its execution with the senior panel.
- Gathered depth knowledge about photography and related gadgets.



ORGANIZING SECRETARY, BUP DEBATING CLUB

April - December (2019)

- Organized BUPIV 2016 and 2017.
- Enriched knowledge about debating.



ORGANIZING SECRETARY, SMILING FACES

April - December (2019)

- Founding member of this non-profit organization.
- Helped unprivileged children through fund collection, treatment, campaigns etc.

EDUCATION



BANGLADESH UNIVERSITY OF PROFESSIONALS, DHAKA

Master of Business Administration (MBA),
Department of Accounting & Information Systems (AIS),
Faculty of Business Studies (FBS), CGPA- 0.00 (Enrolled)



BANGLADESH UNIVERSITY OF PROFESSIONALS, DHAKA

Bachelor of Business Administration (BBA),
Department of Accounting & Information Systems (AIS),
Faculty of Business Studies (FBS), CGPA- 3.33 (2020).



DHAKA COMMERCE COLLEGE, DHAKA

Higher School Certificate (Business Studies), GPA- 5.00 (2015).



WILLS LITTLE FLOWER SCHOOL & COLLEGE, DHAKA

Secondary School Certificate (Business Studies), GPA- 4.81 (2013).

CERTIFICATE OF COMPLETION, **HR DEVELOPMENT & TRAINING INSTITUTE,**
IFIC BANK LIMITED

November 2018

- ✍ Completed a day long training course on “**Sustainable Development Goals (SDG) and Financial Literacy for the youth**”.

**AWARDS &
PARTICIPATIONS**

COUPON RUNNER-UP, **ACCA BUSINESS GAME, LCBS DHAKA**

April 2018

- ✍ Developed an optimum income statement of a business involving decision-analysis having direct consequences.

HONORABLE MENTION, **LUMUN 2017**

February 2017

- ✍ Participated as International Press in LUMUN 2017.

LEADERSHIP

- ✓ Communicating goals so everyone understands them and their role in achieving them.
- ✓ Motivating, inspiring everyone to do their best work.
- ✓ Positioning team members to make optimal use of their time.
- ✓ Keeping team members on task, on schedule, and on budget.
- ✓ Maintaining morale and workplace harmony.

REFERENCES

MOHAMMED MOIN UDDIN REZA NADIM

Assistant Professor

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(ITTEZA CHOWDHURY)