






AFRIDA ZAHID
Human Resource & Admin

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House: 30, Road: 17, Sector: 11, Uttara, Dhaka- 1230 

➤ To secure a challenging position in a reputable organization to expand my learning, knowledge and skills. Secure a responsible career opportunity to fully utilize my training and skills while making a significant contribution to the success of the company.

❖ **EDUCATIONAL QUALIFICATION**

Masters of Business Administration

Human Resource Management
IBA, Rajshahi University
CGPA- 3.05 out of 4

Bachelor of Business Administration

Accounting
National University
CGPA- 2.93 out of 4

Higher Secondary Certificate

Business Studies
New Govt. Degree College, Rajshahi
GPA- 4.80 out of 5

Secondary School Certificate

Science
Rajshahi Govt. Girls' High School
GPA- 4.81 out of 5

❖ **CAREER SUMMARY**

Azam Overseas

Executive, Human Resource & Admin
(January 2020-Continuing)

Forming and maintain employee records. Renewing company policies and reviewed Quality of Care cases (QOC's) for Quality Department for efficiency.

NOVOAIR

Executive, Airport Operation & Customer Service
(May 2018- December 2019)

Reservations and ticketing, ramp and cargo services, dispatching of aircraft, preparation of the lists of passenger or cargo, as well as plans, and evaluates staff to establish and conceptualize training to promote efficiency. Look after entire pre and post office activities. Supervision of sales and company business development.

Society for Mothers & Infants

Finance & Admin Officer
(February 2015-April 2018)

Maintaining records for all transactions, preparing monthly and quarterly financial report, processing reimbursements. Managing official diary, email. Maintaining committee meeting, dealing all appointments timely.

❖ TRAINING DETAILS

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer Application	Computer Application	Computer Education Academy	Bangladesh	Rajshahi	2016	3 Months
Aviation Security	Aviation Security	NOVOAIR	Bangladesh	NOVOAIR Training Centre, Uttara, Dhaka	2019	01 days
Dangerous Good Regulation	Dangerous Good Regulation	NOVOAIR	Bangladesh	NOVOAIR Training Centre, Uttara, Dhaka	2019	02 year
Basic Ground Service	Basic Ground Service	NOVOAIR	Bangladesh	NOVOAIR Training Centre, Uttara, Dhaka	2019	15 days

❖ ACHIEVEMENTS

1. Rajshahi Division **Champion** on Classical Music held on 2016.
2. Enlisted in the list of **Singer** selected by the Bangladesh Betar, held on 2004.
3. Rajshahi Division **Champion** on folk dance held on 2003.
4. **2nd Runner up** in Patriotic Song on Red Criscent Day by Red Criscent Society held on 2003.
5. **Runner up** in Patriotic Song organized by Jatiyo Shishu Purusker, held on 2002.
6. **Runner up** in Patriotic Song organized by Shishu Odhikar Soptaho by Shishu Academy, held on 2000.

❖ PERSONAL DETAILS

Father's Name: Md. Anoworul Zahid

Mother's Name: Touhida Mustaquim

Date of Birth: 24th October, 1994

Marital Status: Single

NID: 1003585575

Passport: BW0439137

Blood Group: B+(ve)

Permanent Address: Terokhadia, Rajpara, Senanibas, Rajshahi-6202

❖ REFERENCES

Colonel Hafizul Islam Khan (Bir Protik) Colonel Bangladesh Army Rajshahi Cantonment, +88 01769133410 hafizbp@yahoo.com	Mirza Ashik Rana Joint Commissioner of Taxes National Board of Revenue, Bangladesh Tax Zone Rajshahi, Kar-Bhaban, Rajshahi +88 01712949667 mirzarana2008@yahoo.com
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