

Farah Binte Farid

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To work as an HR executive where I could effectively apply my skills and knowledge I have learned and utilize to achieve organizational as well as personal goals.

ACADEMIC QUALIFICATION:

□ **BBA – Major in Human
Resource & Management**

Southeast University

Year: 2015-Present

Result: GPA 2.88 /4.00

Year: 2015

Result: GPA 3.88/5.00

□ **HSC (business Group)**
Central Woman's college

□ **SSC (Science Group)**

St. Francis Xavier's Girl's High School

Year: 2013

Result: GPA 3.81 /5.00

WORK EXPERIENCE:

Junior HR manager and Brand promoter

Company: - Magenta (advertising & marketing limited)

Since: - January -November 2019

Intern

Company: - Capital Logistics and Express
Department- Logistics

Since: - December 2019 (present)

TRAINING EXPERIENCE:

Name of Training/Workshop	Trainer/Institute	Date
Workshop on “Advanced Microsoft Excel”	Md. Anwar Hossain Fakir, Lead Consultant, Training Bangla	22 & 29 March 2018
7 th International HR Conference 2018	Bangladesh Society of Human Resource Management	28 April 2018
Workshop on “Advanced PowerPoint”	Md. Anwar Hossain Fakir, Lead Consultant, Training Bangla	6 December 2018

VOLUNTARY EXPERIENCE:

- Volunteer in 15th year celebration program of Southeast University.
- Volunteer in SBS Annual Picnic 2018.

- Volunteer in Southeast University Job Fair in 2017.
- Former member Jaago foundation

- ☐ Former member at Seu Cultural club
- ☐ Former member at Notre Dame College Natto Shala club and cultural club

EXTRA CURRICULAR:

- ☐ Good in Debating.
- ☐ Good in Public Speaking.
- ☐ Good in dancing
- ☐ Have participated on NDU (Notre Dame Natto Shala and cultural club)
- ☐ Have participated SEU cultural society (dancer) and 15th year celebration

INTEREST & HOBBY:

- ☐ Travelling
- ☐ Dancing
- ☐ Reading books

LANGUAGE SKILLS:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High

COMPUTER SKILLS:

- ☐ Have good skills of MS Word, MS Excel, MS PowerPoint.
- ☐ Developed good skills to deal with IBM SPSS software.
- ☐ Have good skills on Willey

PERSONAL INFORMATION:

Father name : Farid Uddin Ahmed
Mother name : Maksuda Ahmed
Date of Birth : 11-12-1996
Permanent address : 15, court house street Dhaka -1100

REFERENCES:

Moshiur Rahman Nishan Founder & managing Director Magenta (advertising & marketing ltd)

Shamima Akter Senior Lecturer, Southeast University
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House 64, Road 18, Block B Banani, Dhaka - 1213
Dr. Nargis Akhter Professor, Southeast University

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