

Shaharia Akter Suchi

Apt# A2 House: 331 Road: 14 Block: A,

Bashundhara R/A-1229, Dhaka

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Career Objective

To excel in a challenging environment that inspires and pushes me to work to the best of my abilities, produce the highest quality work that I am capable of, and add value to the organization while interacting with other team members.

Work Experience

Institution:	Enroute Management Consulting
Designation:	Executive, Talent Sourcing and HR services
Duration:	February 2020 to Present
Institution:	Mindfork Tech Ltd.
Designation:	Admin. & Accounts
Duration:	July 2018 to January 2020 (Experience: 1.5 years)

Educational Information

Graduate Program:

Level of Education:	Graduate
Degree:	Masters in Development Studies (with Thesis)
Field of Study:	Development Studies
Name of Institution:	Independent University Bangladesh
Result:	CGPA 3.36
Year of Passing:	August 2019

Level of Education:	Undergraduate
Degree:	Bachelor of Science in Economics (with Research)
Field of Study:	Economics
Name of Institution:	North South University
Year of Passing:	December 2017

Higher Secondary Program:

Level of Education:	Higher Secondary Certificate Examination
Degree:	H.S.C.
Group:	Science
Board:	Dhaka
Name of Institution:	Motijheel Ideal School & College
Year of Passing:	2011

Secondary Program:

Level of Education:	Secondary School Certificate Examination
Degree:	S.S.C.
Group:	Science
Board:	Dhaka
Name of Institution:	Siddheswari Girls' High School
Year of Passing:	2009

Research Papers

"Female Labor Force Participation with Adverse Shocks: The Case of Rural Households in Bangladesh" with S.M. Asif Ehsan, *International Review of Business Research Papers* 2020, Vol. 16. No.1. (pp: 177-201)

"4E (Energy, Economics, Environment, Ethics) Analysis in Bangladesh Economy" with Dr. Sakib Bin Amin

Conference Presentation

"Household Vulnerability and Female Labor Force Participation: Evidence from Economic Shocks in Rural Bangladesh" with Prof. S.M. Nurul Alam at 16th Asian Business Research Conference, 2019 (at BIAM Foundation)

"4E (Energy, Economics, Environment, Ethics) Analysis in Bangladesh Economy" with Dr. Sakib Bin Amin at 15th Asian Business Research Conference, 2017 (at BIAM Foundation)

Co-Curricular/ Extra Curricular Activities

As a member of the Young Economists' Forum (YEF), an academic club at the North South University, actively participated in organizing events and conferences

Worked for the Physically-challenged Development Foundation (PDF) to raise donation funds for welfare projects

Skills

- Creating databases on the jobseekers and recruiters
- Maintaining correspondence and network with the leading national and multinational corporations
- Matching the recruiters with appropriate candidates based on multifaceted requirements.
- Skillful knowledge in Microsoft Office
- Working knowledge in Stata (a widely used statistical software)
- Excellent writing ability – examples available on request
- Analytical knowledge
- Highly creative
- Arranging social events
- Outstanding interpersonal communication skill
- Communicates with relevant agencies to produce travel itineraries for business directors and employee events.

- Arranges meetings by scheduling appropriate meeting times, booking rooms, and planning refreshments
- Manages correspondence by answering emails and sorting mails.
- Management of cash transactions.
- Controlling credit and ensuring debtors pay on time.
- Reconciliation of direct debits and finance accounts.
- Ensuring all payments amounts and records are accurate.
- Preparation of statutory accounts and conducting several of Bank activities.

Highlights

Hardworking, dedicated, and strives for continuous progress both personally and professionally. Able to work independently as well as part of a team while maintaining congenial relationships with coworkers and clients of all levels.

Hobbies and Interests

Gardening, Travelling, Photography, Sports.

Language Skills

- Bengali: Native language
- English: Fluent (speaking, reading, listening, writing)
- Hindi: Fluent (speaking, listening)

References

1. Dr. Sakib Bin Amin
Associate Professor
Department of Economics,
North South University
Contact: +8801758871668
Relation: Research Supervisor
2. Mahmudul Hasan Zillany
Assistant Vice President
Hongkong and Shanghai Banking Corporation (HSBC)
Contact: +8801755521613

Nationality

Bangladeshi

Declaration

"I hereby declare and certify that all information stated above in the C.V. is true and complete to the best of my knowledge."



Shaharia Akter