

# FARHANA RASHED

## PERSONAL INFORMATION



📍 Present Address: (Flat-B5) 373/15, Free School Street, Hatirpool, Dhaka- 1205

📍 Permanent Address: 15 Central Road, Dhanmondi, Dhaka-1205

📞 +8801672111088

✉ [mimfarhana@gmail.com](mailto:mimfarhana@gmail.com)

Sex Female | Date of birth 21/07/1997 | Nationality Bangladeshi

## CAREER OBJECTIVE

In order to diversify my expertise and ensure development of my professional career I wish to develop a challenging career in a reputed organization where I can utilize my versatile skillsets and achieve mutual benefits. My blend of academic knowledge along with the earned professional experience allows me to ensure remarkable performance for an organization.

## WORK EXPERIENCE

01 Jan 2019 – 04 April 2019

Intern

Bank Asia Ltd

01. Dealing with customer.
02. Open new account & verify the documents of old account
03. Outdoor demand draft register & Inward Remittance
04. Cheques register & sorted out the high value and low value cheques and record them.
05. Verifying documentation Co-ordinates any other necessary administrative and office management details.
06. Any other tasks required by the branch manager.

## EDUCATION

2015–2019 Bachelor of Business Administration

North South University

Major in Human Resources Management

GPA 3.03 out of 4.00

2012–2014 Higher Secondary Certificate

Dhaka City College

Subject in Business Studies

GPA 5.00 out of 5.00

2011–2012 School of Secondary Certificate

Agrani School & College

Subject in Business Studies

GPA 4.63 out of 5.00

## TRAINING & WORKSHOP

20<sup>th</sup> Jan to 20<sup>rd</sup> Jan 2020

HR Fundamental for a career in Human Resource

Udemy, Dhaka (Bangladesh)

- HRM Foundation • HRM Today • Current Trends

- Employment Cycle – A Road map for HR Roles & Responsibilities

## EXTRA-CURRICULAR ACTIVITIES

13<sup>th</sup> Jan 2017 to 30<sup>th</sup> Dec 2018

- Sub Executive, Human Resource (HR) Club of North South University
- In charge, Human Resource (HR) Club of North South University.
- Security In-charge in NSU HR CLUB presents “HR Calibration”
- Volunteer of NSU HR CLUB presents “HR Calibration”
- Food In-charge in “Quality Assurance Seminar”
- Volunteer of NSU HR CLUB presents “SBE Advising”, BBA Orientation & 25 years celebration of NSU

## LANGUAGE SKILLS

- Mother tongue(s) Bengali-Fluent
- Foreign Language English -Fluent

## ORGANIZATIONAL & JOB-RELATED SKILLS

- Skilled in MS Access (MS Word, Excel, Power point etc.)
- Speaking in public, to groups, or via electronic media as host in several events.
- Leadership & Team Building - Responsible for arranging events for several clubs in University.
- Day to day work planner & Ability to work under pressure.
- Networking - Joined several workshops and training and maintained relationship with them.

## REFERENCES

Name	S M Salahuddin	MD. Modasser Hossain
Designation	VP & Head of Branch	Managing Director
Organization	Bank Asia Ltd	Union Oxygen Limited
Address	Paltan Branch, Rangs Tower 68 Purana Paltan (1st Floor), Topkhana Road, Dhaka 1000	150 Motijheel, Dhaka, Bangladesh.
Mobile	1819292504	01611-366791
Email	<a href="mailto:s.salahuddin@bankasia-bd.com">s.salahuddin@bankasia-bd.com</a>	<a href="mailto:h.modasser@gmail.com">h.modasser@gmail.com</a>

I hereby declare that the information furnished above is true to the best of my knowledge.

*Farhana*

Sincerely  
Farhana Rashed  
06<sup>th</sup> March 2020