

SADIA SAFWAT

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CAREER OBJECTIVE

To pursue a successful career and be a part of an organization which provides me the scope to enhance my knowledge and competencies and value my contribution to the growth of the organization.

WORK EXPERIENCE

Intern, BRAC BANK LIMITED, Dhaka, Bangladesh
Mar 2018 – June 2018

Key Role:

- Communicating with the Relationship Managers and other branch managers.
- Making monthly bills for different vendors of BBL.
- Issuing Health vouchers for premium customers of BBL.
- Arranging pick & Drop and Meet & Greet services for premium clients.

EDUCATION

MBA

Institute of Business Administration, Jahangirnagar University (IBA-JU)
2018 – Ongoing
CGPA 3.58
Major: Finance
Minor: Human Resource Management

BBA

Institute of Business Administration, Jahangirnagar University (IBA-JU)
2013 – 2017
CGPA 3.6
Major: Finance
Minor: Human Resource Management

Higher Secondary Certificate (HSC)

Motijheel Ideal College
Passing Year: 2013
GPA: 5
Concentration: Business Studies

Secondary School Certificate (SSC)

Motijheel Govt. Girls' High School
Passing Year: 2011

GPA: 5
Concentration: Business Studies

ACHIEVEMENTS

1. Board Scholarship on HSC result
2. University Scholarship based on year ended result. (1st, 2nd, 3rd year and on overall BBA result)

EXTRACURRICULAR ACTIVITIES

1. Former Assistant General Secretary (Logistics), IBA-JU Debating Club (2014 – 2017)
2. Participant of HR HULK competition organized by UIU
3. Attended more than **20 workshops** and seminars based on leadership skills, Finance, HR Management and many more.

COMPUTER SKILLS

Basic knowledge of MS Office (Excel, PowerPoint, Word) , SPSS, Google Drive (Docs, Sheets, Slides, Forms)

BEHAVIORAL SKILLS & STRENGTH

Quick Learner
Emotional Intelligence
Adaptability
Team-Leadership & Team Player
Ability to Understand People
Negotiation and convincing power

REFERENCES

1. Ms Tasnima Aziza
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2. Chowdhury Golam Kibria
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