



BINITA SARKER

PROFILE AND OBJECTIVE

A profoundly motivated BBA graduate from North South University eager to kick-start my career in the corporate world of business. I wish to build up my insight and skills through the valuable experience I will earn along the way that will help me unlock my potential if provided with the right platform.

Enthusiastic about what I have faith in and constantly eager to exceed expectations as well as learn to the fullest extent during any activity.

CONTACT

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LINKEDIN

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ADDRESS

House #323 ,Road #6,Block - i
Bashundhara Residential Area,Dhaka

WORK EXPERIENCE

Onboard Executive

Foodpanda

(Feb 2020 – Present)

Accumulating ,filtering and train vendors with their new contract

Making report for highly rated vendor

Playing active role on business area expansion and allocating resources

Review and check completeness of information and supporting documentation in assisting corporate verification process

Executive [Community Management]

Asiatic JWT

(Feb 2017 – May 2017)

- Social media management of conglomerates like Nestlé Bangladesh;
- Measured and reported performance of all digital channels;
- Identified trends & insights and optimize performance.

INTERN – BRAC Media and Communication [Sept 2019- Dec 2019]

EDUCATION

NORTH SOUTH UNIVERSITY (2019)

Bachelor of Business Administration [Major in Accounting and Finance]

Cambrian College (2013)

Higher secondary school Certificate [Major in Business Studies]

Sher-e-Bangla Balika High School (2011)

Secondary school Certificate [Major in Science]

KEY SKILLS AND CHARACTERISTICS

- MS Excel - Completed Certification course in ICDB
- Accounting Software- Quick book, ACL
- Friendly, courteous, and service oriented
- Poised under pressure
- Staff Training & Coaching
- Quick Learner
- Team worker and Good at Organizing