

# M.M. SAYEM SAKIB

H#38-39, R#02, CHANMIA HOUSING, MOHAMMADPUR,  
DHAKA

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## CAREER OBJECTIVE

To secure challenging positions that will help demonstrate my innovative thinking, analytical ability and communicative efficiency in a congenial work environment and will also offer a prospect for my career advancement in the organization.

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## WORK EXPERIENCE

### **OFFICER, RETAIL BANKING, STANDARD CHARTERED BANK– JAN 15, 2020 TO PRESENT**

- Responsible for 360 degree Product & Brand Management
- Frontline Performance Evaluation (Saadiq)
- Maintaining Liaison with Global & Local Teams
- Frontline Training & Development Arrangement
- Budgeting for the unit and cost control
- Program & campaign arrangement
- Providing training to frontline
- Market Need Analysis
- Guiding Business Development Teams
- Product crafting, redesigning & launching
- Maintaining proper Training & Development Need Grid for Frontline
- Leveraging sales growth & ensuring targets
- Ensuring liaison with corporates
- Maintaining Brand Equity
- Generating reports (Forecasted & Actual) & reporting to global portals

### **ASSOCIATE, BUSINESS SERVICES DEPT, HSBC BANGLADESH– OCT 16, 2018 TO JAN 13, 2020**

I worked in business control and client communication unit. I maintained the system database & global portals on behalf of my team. My position was diversified with external & internal customer communication, vendor management, finance & data analysis, HR operations, project management, global reporting and more. I received superior trainings from the bank related professionalism, software, leadership and core fundamentals for being a global employee.

### **MARKET OPERATIONS INTERN, ROBI AXIATA LTD.– JULY , 2018 TO OCTOBER, 2018**

I applied my practical knowledge & strategic planning in Cholbe Robi application branding and selling campaign. I was assigned in Alternative POS Segment revenue increase project to create new spaces. I supervised my team performance efficiently generating enriched sales report. My project covered large areas including Dhanmondi, Gulshan & Uttora.

## **INTERPERSONAL SKILLS:**

- Possess excellent presentation skill in both English and Bengali
- Own leadership quality and of course, with a mind-set to work with a team
- Ability to handle pressure and perform tasks quickly as well as accurately

## **TECHNICAL SKILLS:**

- Project Management Skill
- Computer Software Application (MS Word, Power Point, MS Excel) Advanced Level
- Data Analytics & SQL
- e-Articles writing
- Good IT knowledge

## **EDUCATIONAL BACKGROUND**

- | <u>DEGREE/CERTIFICATE</u>  | <u>CGPA / GPA</u>                  |
|--|------------------------------------|
| <ul style="list-style-type: none"> <li>▪ <b>Masters of Business Administration (MBA)</b><br/>United International University, Dhaka<br/><b>Concentration in Human Resource Management</b><br/>Passing Year: 2020</li> </ul>  | <b>CGPA: 3.79/4.00</b>             |
| <ul style="list-style-type: none"> <li>▪ <b>Bachelor of Business Administration (BBA)</b><br/>United International University, Dhaka<br/><b>Concentration in Finance &amp; Marketing</b><br/>Passing Year: 2018</li> </ul>   | <b>CGPA: 3.88/4.00</b>             |
| <ul style="list-style-type: none"> <li>▪ <b>Higher Secondary Certificate (HSC)</b><br/>Dhaka Residential Model College<br/>Passing Year: 2013</li> </ul>   | <b>GPA: 5.00 (In all Subjects)</b> |
| <ul style="list-style-type: none"> <li>▪ <b>Secondary School Certificate (HSC)</b><br/>Dhaka Residential Model College<br/>Passing Year: 2011</li> </ul>   | <b>GPA: 5.00 (In all Subjects)</b> |
| <b>ACADEMIC DISTINCTIONS</b>   |                                    |
| <ul style="list-style-type: none"> <li>▪ Academic Scholastic Award <b>Magna Cum Laude</b> for obtaining excellent result in Bachelor of Business Administration</li> <li>▪ Enjoyed academic scholarship 100% (7 times) &amp; 50% (3 times) on the basis of trimester result for excellent academic performance at UIU</li> </ul> |                                    |

#### CO-CURRICULAR ACTIVITIES

- **Vice-President(External Affairs)** at **UIU Marketing Forum** (July 17, 2017-October 16, 2018)
- **General Secretary** at UIU Marketing Forum (October 4, 2016- November 4, 2016)
- **Event Organizer:** International Career Summit 2015, Brand MASTER 2018, Ad Guru Returns, Marketers' Market 16, Brand Master14 & National Women Marketers' Day

#### LANGUAGE ABILITY

- English: Have excellent writing and oral communication skill
- Bengali: Native

#### PERSONAL INFORMATION

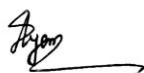
Father's name : Md. Hafizur Rahman, Addl. Secretary (Rtd.) Bangladesh Civil Service  
 Mother's name : Dilara Khanom, Home Maker  
 Date of Birth : July 19, 1996  
 Marital Status : Single

#### REFERENCES

**Prof. Abu Saleh Md. Sohel-Uz-Zaman**  
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I hereby acknowledge that the information provided above is true.



**M. M. Sayem Sakib**