



ARIFA KHATUN

Jr. Officer Content & Analytics

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To serve in challenging and competitive position in an organization where I can enhance my skills & strengths in conjunction with organizations goals & objectives and I would like to show my immense aspiration to become a quick learner and to prove myself as a sincere, self-motivated and energetic person through extensive hard work and integrity

WORK EXPERIENCE

Jr. Officer Content & Analytics
ShopUp (www.shopup.com.bd)

September 2020 to present

- Managing multi sellers country wise
- Identifying the Growth of Business
- Maintaining the Mokam TSM ,Supervisors & Sourcing Associates Team
- Managing the Content Management Team
- Giving Training for the Development of Employee
- Identifying the Barriers and Obstacles which Impacts Business
- Allocating works among the team members
- Remapping SKU and Category Problems
- Training Team members in Excel to work smoother and faster

Beyond content related experience :

- Having both experience with FMCG & Perishable (Non – Branded)
- Product pricing in diff. area covering 30 districts as well based on supply demand & area wise demand
- Seller creation
- Pricing & profit margin handling
- Balanced communication from root to top level management for effective decision making
- Product Bundling & effective idea for running slow moving products
- Experiencing tech issue behind Geo – mapping of making retailer order
- Application "MOKAM" which is one the hot cake of B2B Platform at the present day
- Direct involvement as the concerned person of ongoing all the running project of "MOKAM" as content manager
- Multi – tasking under different challenges at a time

Assistant Architect
"INNO.NATIVE ARCHITECTS", Dhaka

September 2019 to March 2020

Junior Architect
"XID ARCHITECTS", Dhaka.

August 2018 to July 2019

EDUCATIONAL QUALIFICATIONS

SSC in Science Studies
Noakhali Govt.Girls' High School
GPA: 5.00/5.00
Passing Year: 2008

HSC in Science Studies
Milestone College
GPA: 5.00/5.00
Passing Year: 2011

B.Arch in Architecture
Chittagong University Of Engineering & Technology
CGPA: 2.94/4.00
Passing Year: 2018

REFERENCES

Md. Ziaul Haque Bhuiyan
Chief of Staff
ShopUp
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Co-Founder
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I do hereby declare and certify that all information stated above is true and complete to the best of my knowledge and belief and I am aware about the fact that any misrepresentation of information might be treated as disqualification for me.

Arifa Khatun.
Date:

CORE COMPETENCIES

- Seller Onboarding & Content Management
- Team Organizing & Understand Team Behavior
- Relationship Building Among All The Managerial Chain Of Command effectively
- Effective Decision Making Analyzing Demand Based Business Growth & Operation
- Excellent Communication, Networking Advocacy & Negotiation.

DIACRATIC QUALIFICATION

- Ability To Work Both Independently And Cooperatively In A Team.
- Effective Conflict Resolution And Team Leadership Skills.
- Have Ability To Learn Within Shortest Possible Time.
- Handling Multiple Tasks Under Pressure.

SOFTWARE SKILLS

MS Excel
MS Word
MS PowerPoint
Adobe Photoshop

LANGUAGES

English
Bangla