

# SUMAIYA HOSSAIN

About me: Date of birth:02.09.1995    Gender:Female

## CAREER GOAL(S)

To Obtain leadership role in multinational or national companies for learning about new business and flourish competencies.

## WORK EXPERIENCE

### MGH GROUP- SENIOR EXECUTIVE

May 2018 - July 2020

#### IMPORT TGL CRM

- Communicating with agents and documenting on SAP of Air shipments
- Preparing SOA and Delivery order for ICD shipments
- Ensuring customer request for optimal service

#### Air operations and procurement Department- MTO

- Planning and Operating SOP of FedEx and buyers like C&A, Logwin, American Eagle.
- Communicating or sending space booking to airlines
- Processing & documentation for FedEx and export shipments airlines payment
- Maintaining business relationship and building networking with different Airlines

#### AIUB —Teachers Assistant      (Feb 2017 - Sep 2017)

- Assisting faculties for research and affiliation report of interns
- Assisting and organizing administrative department and counselling interns
- Check crossing and following up interns on report format

#### Grameenphone— Intern (Jan -May 2016)

- Assisting on recruiting and training sessions
- Assignment on health and awareness training need of GP
- Project on health and wellness of the employee of GP

## EDUCATION

**MBA**— UNIVERSITY OF GAVLE SWEDEN Exchange credits from AMERICAN INTERNATIONAL UNIVERSITY BANGLADESH — YEAR OF PASSING 2018

- MAJOR HRM    **CGPA 3.81/4.00**
- Exchange 30 credits on Organization theory to University of Gavle Sweden

**BBA**—AMERICAN INTERNATIONAL UNIVERSITY BANGLADESH —YEAR OF PASSING 2017

- MAJOR HRM    **CGPA 3.81/4.00**

**HSC**—Ispahani Girls School and College Dhaka—   **2012**

- GPA (A+) 5.00/5.00    Business Studies


**SSC**—Ispahani Girls School and College Dhaka—   **2010**

- GPA (A) 4.50/5.00    Business Studies



## Contact details

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## SKILLS

- Communication
- Decision Making
- Time Management
- Public Speaking
- Leadership
- Team work
- Critical Thinking
- Problem Solving

- Softwares

MS office, MS  
outlook, Prezi, SAP

Language proficiency

- English
- Bangla

**Academic activities**

**Research based studies at MBA course with Gavle University Sweden**

- Article review & seminar on Leadership and gender equality of Norway and Sweden
- Country report on Gender Diversity of Telenor Subsidiary Grameenphone
- Comparative Management Culture of IKEA Case

**Organizational Behavior**

EXIM Bank, Satarkul Branch Dhaka (General Survey on the Behavior of the employee)

**Health and Safety Management survey**

Health and Safety Audit on RMG sector (Convince apparel, MIRPUR, Dhaka)The survey was based on maintaining the standard format of occupational Health and safety by INTERNATIONAL LABOR LAW (ILO).

**Debate Activities**

- **AIUB Oratory Club (DEBATER and ADJUDICATION TRAINEE)**
- Managing and coordinating National Debate Tournaments of AIUB
- **Debate participation & Representation of AIUB in Country National Tournaments**
- AIUB debate Fest 2013 and AIUB Junior debate fest 2014
- Dhaka university Environment Debate sponsored by UNEP at 2014
- Interuniversity championship 2014 at Independent University Bangladesh(IUB)

**References**

1. Farheen Hasan Associate Professor (FASS) Director of BBA American International University Bangladesh(AIUB) Mobile:+8801715013137 E-mail:farheen@aiub.edu	2. Maria Malama Professor University of Gavle Sweden Email:maria.fregidou-malama@hig.se Phone +46706201601
3.Tanzila Rumana Head of HSSE People and organization Grameenphone Limited Mobile:+8801711507788 E-Mail:trumana@grameenphone.com	4.Subhash Dev MD & CEO of Global Air freight MGH Group Mobile +8801711727061 subhash.dev@mghgroup.com

**AWARD &  
SCHOLARSHIP**

- **Linnaeus-Palme exchange scholarship sweden for MBA**
- **AIUB oratory club Certification Award of Debater**
- **Runners of public speaking competition AIUB 2013**
- **Post grad Assistantship scholarship AIUB**