

Maliha Qayyum

House 1, Road 1, Block D | Bashundhara R/A, Dhaka, 1229

Tel: 01722283969 | E-mail: maliha.afneen@live.com

Linkedin: <https://www.linkedin.com/in/maliha-qayyum-6a5246146/>



Objective: A highly motivated under-grad student with proficiency in Excel, great communication and interpersonal skills, detail oriented, seeking for a dynamic role in the corporate industry.

Work Experience

North South University

Teachers Assistant at Department of English and Modern Languages

Duties and Responsibilities:

Grading scripts and exam papers, as well as, proctoring exams.
Providing tutorial sessions for students needing extra help out of class.
Assist faculty members in preparing lecture notes and weekly class schedules.
Uploading marks in Ms. Excel, Proofreading, filing and documenting files.

**Bashundhara
R/A, Dhaka
January 2017 –
January 2019**

Dhaka Foodiez

Junior Editor in English

Duties and Responsibilities:

Writing daily articles related to food, based on the weekly plans created,
Editing and proofreading articles of the content writers team I managed.
Drafting documents for organizing events.

**Baridhara DOHS,
Dhaka
October 2017-
April 2018**

Colors Fashion Magazine

Content Writer

Duties and Responsibilities:

Writing Articles based on lifestyle and travel
Interviewing people.

**Gulshan 1, Dhaka
June 2017 –
August 2017**

EDUCATION

Undergraduate School

NORTH SOUTH UNIVERSITY

Bachelor of Business Administration in Accounting and Human Resource Management

CGPA: 3.32

**Bashundhara
R/A, Dhaka
January 2020**

Financial aid recipient in North South University with 25% exemption on tuition fees.

School

Uttara, Dhaka

THE AGA KHAN SCHOOL

- Cambridge International Examination A' Levels, 2015: 1 B, 1 C, 1 D
- IGCSE, O Levels, 2013: 4 A, 2 A*, 1 B

Special Skills

- Proficient and fluency in English and Bangla
- Skilled in the use of computers and Internet including the Microsoft office (Microsoft Word, Microsoft Excel, Microsoft PowerPoint).

Awards and Achievements

- Received a certificate for completing a 4-day workshop on Excel boot camp 2019.
- Bangladesh Youth Leadership Summit (YLS) Graduate from Bangladesh Youth Leadership Center (BYLC) 2016.
- Received a Certificate of Participation for participating in the Dhaka University Biochemistry Olympiad 2011-2012
- Awarded International Certificate of Education (ICE) Distinction for IGCSE results, June 2013

Extra-Curricular Activities

- Organizer of the “HomeChef” Home Made Food Festival 2018
- Member of The Aga Khan School Yearbook Committee 2013-2014.
- Member of The Aga Khan School, Dhaka Community Service club for 2013-2014
- Participated in Business Week 2012-2013 as a real estate agent.

Reference

1. Asif Chowdhury

Senior Executive,
Office of the Pro Vice-Chancellor
North South University
Mobile: 01834800114
Email: asif.chowdhury@northsouth.edu

2. Md. Mehedi Hassan

Lecturer, Department of Modern Languages
North South University
Mobile: 01717056529
Email: mehedi.hasan11@northsouth.edu