



# MUYEED MORSHED

## PROFILE

Extremely motivated to constantly develop my skills and grow professionally. A young apprentice who is constantly learning. I am confident in my ability to become a good team player. I am eager to strengthen my leadership skills through working in a challenging environment.

## EDUCATION

**2016-2020** B.Sc in  
**Electrical & Electronic Engineering**  
School of Engineering  
Major Areas: **Electronics; Computer**  
Minor in **Business Administration**  
**CGPA: 3.79**  
BRAC University

**2015** HSC (Science)  
GPA: 5.00  
Rajuk Uttara Model College  
Dhaka

**2013** SSC (Science)  
GPA: 5.00  
Rajuk Uttara Model College  
Dhaka


## SKILLS

- Exceptional communication and networking skills.
- Successful working in a team environment, as well as independently.
- The ability to work under pressure and multi-task.
- Able to lead the team in a dynamic work environment.
- Skilled in Operations, Communication, Presentation, Ideation, and Team Leadership with proven experiences.
- Technical Skills: Microsoft Word, Powerpoint, Excel and Microsoft Power BI (Beginner)

## LANGUAGES

Bengali, English

## CONTACT

 Sector#14 Road#18 House#56 Uttara, Dhaka-1230

 muyeed.morshed@g.bracu.ac.bd

 <https://bd.linkedin.com/in/muyeed-morshed-0170400>

 +8801704005052; +8801521331889

## LEADERSHIP EXPERIENCE

**Since 2020** Youth Ambassador  
National Youth Foundation

**Since 2020** IYS Country Coordinator  
WSDA New Zealand

**2018-2020** Director  
Finance & Administration  
BRAC University Film Club

**2019** Planning Coordinator  
Hult Prize'19  
Coordinated the overall Planning of  
Hult Prize 2019 at BRAC University

**2014-2015** College Prefect  
Rajuk Uttara Model College  
Dhaka

**2014-2015** Organizing Secretary  
Rajuk College Debating Club

## AWARDS & CERTIFICATES

- VC Certificate for Residential Semester (46th Batch)
- News Presentation (JobsA1.com)
- Financial Markets (with Honors) - Coursera  
Instructor: Robert Shiller, Sterling Professor of  
Economics at Yale University
- Excel Skills for Business - Coursera

## WORKING EXPERIENCE

---

### Catch Bangladesh, Dhaka

#### Head of Program & Communication, December 2018 – Present

as a member of the Management Board, looking after the overall management and coordination of all teams from HR to Operation. Besides that my Key responsibilities are:

- attending and coordinating Business meetings with stakeholders, clients, and vendors
- preparing and pitching proposals to potential clients such as different corporate offices, NGOs, INGOs, etc.
- leading a team of 4 members in strategic planning
- also currently working as **Director of Operations** on launching a new venture, an e-learning platform, and digital e-commerce, "Catch Platform".
- assisting in planning and designing digital campaigns for our clients
- coordinating events for ourselves and our clients
- launched and coordinated an entertainment platform, "Catch Life" and completed 11 episodes of its first online show Catch Talk during the initial stage of covid with different national and international guests, etc.
- worked on 70+ projects for International and National Clients

### BRAC University, Dhaka

#### Student Tutor, October 2019 – April 2020

Contractual position (semester-wise) in EEE Department, selected for consecutive 2 semesters

- guiding students from the EEE Department on any kind of academic issues throughout the semester in consultation hours
- actively aid and support students during the transition into University life
- assisting faculties deliver a range of supporting lectures on respective EEE courses
- assisting in grading quiz exams and assignments
- identifying when a student may be experiencing difficulties and develop a plan of support with the guidance of the Student Support Office/Department
- having a good knowledge and understanding of other Guild and University departments and referring students as appropriate to further sources of help.

### Catch Bangladesh, Dhaka

#### Head of Business Development, February 2018 – November 2018

Joined Catch Bangladesh in my 2nd year of Undergrad life as Head of Business Development in the start-up phase(initial stage) for Catch Bangladesh.

- led an operation team of 6 members
- acquired more than 12 monthly basis clients in that period,
- worked on 20+ project works

### Event Factory, Dhaka

#### Executive, January 2017 – February 2018

Joined in my 1st year of University life and

- worked in organizing two social and national level events for universities
- worked as an organizer of Convocation of BRAC University.

### DARAZ Bangladesh, Dhaka

#### Intern-Operation, June 2017 – August 2018

As an intern at Daraz, I worked in the Outbound team and performed the following responsibilities:

- managing liaison that performs as the major point of contact between the customer and company
- responsible for ensuring that the sellers come across or exceed the contracted services, processes performance against operational Service Level Agreements (SLA)
- making recommendations and implement new policies and practices
- keeping and managing delivery updates from network teams
- coordinating delivery activities to happen current and future working necessities and project needs in association with company goals
- meeting both seller and customer to maintain the flow of better experiences keep going.