

M.M. SAYEM SAKIB

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

Phone: +88 01635162376

Email: m.m.sayemsakib@gmail.com

LinkedIn: <https://www.linkedin.com/in/m-m-sayem-136730ba/>



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.

WORK EXPERIENCE

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

- Responsible for Islamic banking (Saadiq) product Branding
- Saadiq products crafting, redesigning & launching
- 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
- SQL Basic proficiency
- e-Articles writing
- Good IT knowledge

EDUCATIONAL BACKGROUND

DEGREE/CERTIFICATE

- **Masters of Business Administration (MBA)**
United International University, Dhaka
Concentration in Human Resource Management
Tentative Completion Year: 2020(August)

CGPA / GPA

3.78/4.00(Ongoing)

- **Bachelor of Business Administration (BBA)** **CGPA: 3.88/4.00**
United International University, Dhaka
Concentration in Finance & Marketing
Passing Year: 2018
- **Higher Secondary Certificate (HSC)** **GPA: 5.00 (In all Subjects)**
Dhaka Residential Model College
Passing Year: 2013
- **Secondary School Certificate (HSC)** **GPA: 5.00 (In all Subjects)**
Dhaka Residential Model College
Passing Year: 2011

ACADEMIC DISTINCTIONS

- Academic Scholastic Award **Magna Cum Laude** for obtaining excellent result in Bachelor of Business Administration
- Enjoyed academic scholarship 100% (7 times) & 50% (3 times) on the basis of trimester result for excellent academic performance at UIU

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

Hasan Al-Mamun

Assistant Professor, Marketing
 School Of Business and Economics
 United International University
 Phone: +8801712-216-556
 Email: hamdhakabd@gmail.com

Fahad Bin Alam

Manager - Customer Communications,
 Business Services Department, HSBC
 Bangladesh
 Cell: +8801709-678420
 E-mail: fahadbinalam@hsbc.com.bd

I hereby acknowledge that the information provided above is true.



M. M. Sayem Sakib