



NISHAT TASNEEM

ABOUT ME

Currently I am working with an incredibly bright group of people in ACI Limited. In addition, I have a knowledge of Adobe Photoshop, MS Project, MS Office applications, particularly in Excel, Word and PowerPoint and I am glad to express that I am proficient on these sectors with having a strong analytical and problem solving ability. Moreover, I am very organized, thorough and I am passionate and committed to my work. My objective is not simply to find a job but my aim is to work hard, challenge myself and obtain a fair opportunity that will allow me to transcend even my own expectations and enhance my professional and personal development.

CONTACT

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CAREER

Corporate Experience(s):

ACI Limited Business Coordination Officer	(Sept'19 – till date)
That-Quick Recruitment Executive	(Jun'18 – 29 Aug'19)
Nestlé Bangladesh Limited Intern- Corporate Affairs & Communications	(Nov'17 - May'18)
LankaBangla Finance Limited Intern-HR	(Aug'17 - Nov'17)

Academic Experience(s):

Student Tutor (ST) BRAC University	(Jan'16 – Dec'16)
Student Mentor BRAC University Career Service and Student's Affair	(Apr'16 to Aug'16)
Research Assistant (ICBM'17 & ICBM'19)	

FORMAL EDUCATION

2020 - Masters of Business Administration BRAC University Operations Management & Finance CGPA: 3.62
2017 - Bachelor of Business Administration BRAC University Major: Finance; Minor: HRM CGPA: 3.58

FURTHER EDUCATION

Human Resource Management: HR for People Managers
University of Minnesota (Coursera 'Specialization')

TRAINING

Problem Solving & Decision Making
Instructional Planning for Successful Teaching
Transformation to Professional
Professional Skills Development Program (PSDP)

INTEREST

Mentoring
Reading and writing books and articles
Cooking and baking
Travelling
Online Gaming

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Career Objective:

My objective is to be a part of a progressive organization where I will be able to achieve organizational goals by utilizing academic knowledge as well as organizational, leadership, analytical and communication skills attained through my experience and extra-curricular activities

Work Experience(s):

- Working with “**ACI Limited**” as a **Business Coordination Officer** under **ACI Foods Limited-Rice Unit** (September’19 – till date)

Responsibilities:

- Analyzing the demand and ensuring the implementation of employee recruitment, casual staff management for the business
- Ensuring attendance and leave management of all types of employees
- Ensuring salary, overtime and benefits administration of the office on time and prepare different types of report as and when required by the management
- Develop and regularly update job description
- Plan and ensure new employee orientation/induction
- Providing support to Group HR for Business-HR related matters as appropriate to the role
- Preparing and verification of requisition and ensure on time delivery of goods as required
- Assisting to source vendor/supplier and negotiate the price by ensuring the product quality
- Issuing purchase order and strong follow up with the supplier for on time delivery of goods
- Planning, coordinating and implementing offline promotional plans
- Preparing contents for annual report, press release, social media contents and so on
- Proofreading of the reports sent to Head of the department
- Evaluating and finding out the trend of rice price
- Analyzing different financial reports and processing all types of bills

Additional Key Responsibilities:

Any key duties instructed by the management from time to time

- Worked in “**That-Quick**” at Recruitment and Performance Management Department under **Human Resource Division** as **Recruitment Executive** (2 June’18 – 29 August’19)

Responsibilities:

- Identifying the needs of current and future labor demands and organizational, divisional, departmental and individual development needs

- Collaborating with hiring managers to set job specification
 - Creating and publishing job announcement in various portals
 - Coordinating, organizing the interviews.
 - Focusing on recruiting activities aimed at attracting the right candidates for the job and recruiting activities which include internal efforts, college hiring fairs, technical and vocational events and so on
 - Making Memorandum of selected candidates along with their appointment letter
 - Keeping a record of employee's performance, achievements, successes and challenges
- Worked with “**Nestlé Bangladesh Limited**” in **Corporate Affairs & Communications** Department as an **Intern** (*November'17 - May'18*)

Responsibilities:

- Managing CSR activities
 - Managing media monitoring
 - Prepare weekly / monthly plan or schedule for job interviews, assessment and orientation programs
 - Facilitate attendance, leave, compensation & benefits, welfare programs etc
 - Preparing media releases along with preparing statements
 - Maintaining external and internal communication through Nestalk
 - Promotion of marketing activities internally and externally
- **Research Assistant** (ICBM'19), working under Riyashad Ahmed, Assistant Professor of **BRAC University**
 - Worked in “**LankaBangla Finance Limited**” at **Recruitment and Performance Management** Department under Human Resource Division as an intern (*13 August'17 - 12November'17*)

Responsibilities:

- Identifying the needs of current and future labor demands and organizational, divisional, departmental and individual development needs
 - Focusing on recruiting activities aimed at attracting the right candidates for the job and recruiting activities which include internal efforts, college hiring fairs, technical and vocational events and so on
 - Conducting the interview process to select the right candidate
 - Making Memorandum of selected candidates along with their appointment letter
 - Keeping a record of employee's performance, achievements, successes and challenges
- Worked as a “**Student Tutor (ST)**” at **BRAC University** from January, 2016 to December, 2016
 - Reinforcing lessons presented by teachers by reviewing material with students
 - Assisting faculties with recordkeeping, such as tracking attendance and calculating grades
 - Assisting teachers in preparing for lessons by getting materials ready or setting up equipment
 - Assisting to develop programmes of learning activities and adapting appropriate materials
 - Assisting with club activities such as: club fairs, events, trips and activities

- **Research Assistant**, (ICBM 2017), working under Riyashad Ahmed, Assistant Professor and Coordinator of EMBA Manager, **BRAC University**
- Worked as a **Student Mentor** (paid) in “**BRAC University Career Service and Student’s Affair**” (April’16 - August’16)
 - Assisting student for their club activities, counseling, mentoring and so on
 - Communicating with the alumni of BRAC University
 - Updating data of convocations
 - Writing proposal letter for different purposes of the organization and so on

Academic Qualification(s):

2020	Master of Business Administration CGPA: 3.62 Major: Operations Management & Finance BRAC University
2017	Bachelor of Business Administration CGPA: 3.58 Major: Finance Minor: HRM BRAC University
2012	Higher Secondary Certificate (H.S.C) GPA: 5.00 / 5.00 Science Group SOS Hermann Gmeiner College
2010	Secondary School Certificate (S.S.C) GPA: 5.00 / 5.00 Science Group Shaheed Bir Uttam Lt. Anwar Girls’ College

Further Education (s):

- **Human Resource Management: HR for People Managers**

University of Minnesota
(Coursera ‘Specialization’)

Course Content (s):

- Preparing to Manage Human Resources
- Recruiting, Hiring, and Onboarding Employees
- Managing Employee Performance
- Managing Employee Compensation

Achievements:

- Completed graduation with **Distinction**
- Awarded for “**Dean’s List**” for 2 semester based on merit
- Certificate for participating in “*ACCA Business-Accounting Competition*” in 2017
- Verbal Mention Award in KIIT MUN-2015, India
- Scholarship based on Merit from Vice- Chancellor of BRAC University (Fall 2017-Summer 2019)
- Verbal Mention Award for Best Performer by Mahreen Mamun, Senior Lecturer, BRAC University (Spring’17)
- Award for brilliant success at HSC Examination, 2012 by SOS Hermann Gmeiner College
- Credential award for brilliant success at SSC Examination, 2010 by Daily Prothom Alo & Robi
- General Board *Scholarship* in SSC (Place: *80th*, Science Group, Dhaka Board, 2010)

- General Board *Scholarship* in Class VIII (General Grade)
- Scholarship from “*Student Welfare Association Scholarship*” in Class VIII
- Certified for “*Presentation Skill*” by BRAC University (Savar Campus)

Extra-Curricular Activities & Voluntary Works:

Extra-Curricular Activities

- Published a *Paper* on “*Affecting Factors for the Fluctuation in Stock Price*” in International Conference on Business and Management (ICBM 2019)
- Published a *Paper* on “*A Critical Literature Review on the Comparative Analysis between Principles versus Rules Based Accounting Standards*” in International Conference on Business and Management (ICBM 2017)
- Worked as a Senior Executive at Finance Department in *BRAC University Marketing Association*
- Worked in Communication and Logistic Department of *BRAC University Marketing Association*
- Participated in *KIIT (Kalinga Institute of Industrial Technology) International MUN’15, Bhubaneswar, India*
- Participated in *Jahangir Nagar Model United Nations Conferences-2015*
- Participated in *Dhaka University Model United Nations-2015*
- Participated in “*ACCA Business-Accounting Competition*” in 2017

Voluntary Works

- Associated with *Business & Economics Forum* and *BRAC University Marketing Association Club*
- Host in *Orientation Program of BUMA-2016*
- Volunteer at *SAGC Annual Program*
- Helping child with special needs
- Tried to help unprivileged students and gave them lectures on Mathematics, Physics and Chemistry

Leadership and Team Work

- Led the delegates of 25 countries in *KIIT MUN*
- Led a team of 5 in *ACCA Business competition*

Skills:

- IT: Microsoft PowerPoint, MS Project, Microsoft Excel, Microsoft Word, SPSS, Photoshop, Illustrator
- Linguistic Skills:
 - English: Proficient in Speaking, Reading, Listening and Writing
 - Bengali: Native

Interpersonal Skills:

Adaptability | Team work | Self-managed & Self-confidence | Stress tolerance | Critical analysis | Ethical Sensitivity | Organized & Hardworking | Reasoning & Analytical skills | Problem solving ability.

Trainings:

- **“Problem Solving & Decision Making”** arranged by ACI Limited on 23rd May’21 and that includes: defining problems more clearly, generating a wider variety of quality solutions, support more structured analysis of options leading to better decisions, recognize and avoid common pitfalls
- **“Instructional Planning for Successful Teaching”** by Alison on May’21 and that includes: selecting general learning goals, formulating educational creating bridges between goals and experiences | objectives, students as a source of instructional goals, enhancing student learning and so on
- **“Transformation to Professional”** arranged by ACI Limited on 3rd November’21 and that includes: networking, how to make effective communications, how to work in a team to achieve organizational goals, time management and so on
- **“Professional Skills Development Program (PSDP)”** arranged by Career Services Office, BRAC University from Jan’17 to Aug’17 includes: self-assessment, networking, occupational and company research, resume writing, skills and job search, interview preparation
- **“Residential Semester (Fall 2014)”** Three months’ residential semester covered with several training, theory, seminars, workshop and practical learning. Studies included: social lab, different seminars, language training, time management skills, group exercise, site visit and so on

Activities/Interests:

Research, psychology, customer service/relations, public relations, women’s development, communication theory, leadership, writing, reading, intercultural competency, networking, student/youth development and organizational behavior, competency on Microsoft products, social media, traveling and education

Reference(s):

- | | |
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| • Professor Mohammed Tareque Aziz, Ph.D
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