

Dil Shad Akhi

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House# 14, Road-12, Shekertek,

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**Career Objective:**

To work with any local or multinational company, and grow rapidly with increasing responsibilities.

Academic Background:

BBA (Accounting & Information Systems): From Bangladesh University of Professionals (BUP) in the year of December 2019, scored CGPA 3.03 out of 4.

HSC (Business Studies): From Bir Shreshtha Noor Mohammad Public School & College, in the year of 2015, scored CGPA 5 out of 5

SSC (Business Studies): From Sher-E-Bangla Nagar Govt. Girls School & College, Dhaka in the year of 2013, scored CGPA 5 out of 5

Work experience:

Minister Hi-Tech Park Ltd: Digital marketing junior executive (October 2017- January 2019)

Implemented of all sort of digital campaigns and sells. Brand calendar preparation for digital sector. Agency management. Managed report preparation. Execution of market intelligence initiatives including gathering market trends and industry information. Collected and analyzed of business statistical data to provide analysis for demand and supply. Providing AVC related ideas.

Prototype Properties (June 2017 to August 2017) : Accounts Intern

Keep accounts of various purchase. Monthly salary calculation. Records of vouchers depending on transaction.

Club Activities:

Bup Career Club: Executive member (2017-2018)

Bup global affairs council: Conference officer 2016

Skills:

- MS Word/Excel/PowerPoint/OneNote
- Internet research and E-mailing.
- First level knowledge of using Tally & ERP
- Communication and coordination skills

Language Proficiency:

- Bengali as mother tongue.
- Fluent in English (reading, writing & speaking).
- Fluent in Urdu/Hindi understanding & fair speaking.

Personal Details:

Date of Birth: 1st January 1997

Marital Status: Single

Nationality: Bangladeshi

References

1.Ratan Ghosh

Lecturer

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