

# SUSMITA SAHA

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## CAREER OBJECTIVE

I aspire to be a part of an organization where I can not only utilize my skills, but also gather knowledge, acquire experience, develop my own prospects and give back to the society.

## EDUCATIONAL BACKGROUND

<b>Bachelor of Business Administration</b> North South University	<b>Passing year:</b> 2018 <b>Major:</b> HRM and Marketing <b>CGPA:</b> 3.30 / 4.00
<b>H.S.C</b> Viqarunnisa Noon School & College	<b>Passing year:</b> 2014 <b>Board:</b> Dhaka <b>Group:</b> Science <b>Result:</b> GPA 5.00
<b>S.S.C</b> Viqarunnisa Noon School & College	<b>Passing year:</b> 2012 <b>Board:</b> Dhaka <b>Group:</b> Science <b>Result:</b> GPA 5.00

## WORK EXPERIENCES

- **Manager – People & Culture | CDesign Ltd. | April 2019 – Present**

I am currently working in a design agency, CDesign Ltd., and looking after its end to end HR management. My responsibilities include creating a recruitment pool, making role specific JDs, carrying out performance appraisal, managing employee database, maintaining liaison with the bank, onboarding new employees and organizing companywide events.

- **HR Intern | Pathao Ltd. | September 2018 – January 2019**

I worked in Pathao Ltd.'s HR Operations as an intern. My primary responsibilities were launching the project "HRIS", carrying out onboarding for new employees and hosting bi-weekly employee engagement meetings. Apart from that I have also worked with employee database and conducted research surveys on employee satisfaction and engagement.

- **Co-Founder | TutorYouNSU | January 2018 – June 2018**

I, along with my team, developed this website to help the students of NSU with their studies. The website specializes in providing a platform for peer to peer learning. I looked after the marketing communication of the website. As of now, there are more than 20 tutors working in TutorYouNSU.

## PERSONAL & COMPUTER SKILLS

- Ability to work individually as well as in group environment
- Basic operations of Microsoft Office

## ACHIEVEMENTS

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- **Champion | HR Calibration 2.0 | July 2018**

The competition, organized by RANCON and NSU HR Club, comprised of three rounds, all of which focused on presenting real life HR problems that companies usually face (for example, formulating policies on employee safety, handling PR disasters and making an entire company's HR structure and strategies). There were a total of 317 participating teams in the competition.

- **Finalist | Champions of Earth, Season 3 | November 2018**

The competition was organized by NSU Earth Club, where we had to present a sustainable business idea which would actively reduce the pollution in Bangladesh.

- **Finalist | Marque Prey 2017 | November 2017**

The competition, organized by EWU Agro Industrialization Club, focused on branding and marketing of agro products. There were a total of 132 teams of which top 10 qualified to the final.

- **The Prothom Alo Award | H.S.C and S.S.C | August 2014 and May 2012**

Received these awards for achieving G.P.A 5 in H.S.C and S.S.C.

## EXTRA CURRICULAR ACTIVITIES

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- Worked as a **Campus Ambassador** for **Mecceeleration 2018** organized by Mechanical & Chemical Engineering department of IUT. October 2018
- Participated in various **Business Competitions** such as Brand Master 2017, March 2016 - Present  
Marque Prey 2017, Brandwitz 2017, HR Calibration 2018 etc.
- Worked on a research paper published in a brochure named **Bull & Bear** by NSU Finance Club July 2017
- Was a part of the contributing team for a research on **Financial Inclusion** for a paper published by **Bangladesh Brand Forum** April 2017
- Worked under NSU Finance Club to organize **Blueprints 2.0** November 2016
- Worked under NSU Finance Club to organize **Excelsior 2016** June 2016
- A **Senior Member** at NSU Finance Club January 2016

## PERSONAL INFORMATION

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- **Date of birth:** 18 March, 1997
- **Gender:** Female
- **Nationality:** Bangladeshi
- **Interests:** Reading novels, watching television shows and movies, etc.

## REFERENCES

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- **Amit Richard**  
Managing Director  
COdesign Ltd.  
Email: richard@codesign.com.bd
- **Tasbirul Alam Abir**  
Assistant Manager, Corporate HR  
Marico Ltd.  
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