



# SUBHA KHAN

## PROFILE

An enthusiast who likes to learn and adapt to new things, as I consider self-actualize and self-growth as a means to efficiency. I take pride in being punctual and consider it to be my strong trait as it helps me to be efficient and productive.

## CONTACT

PHONE:

+88-0177-780-5642

LINKEDIN:

[/in/subha-khan-b1a337177](#)

EMAIL

[Khansubha95@gmail.com](mailto:Khansubha95@gmail.com) (personal)

[hr@rebcobd.com](mailto:hr@rebcobd.com) (corporate)

ADDRESS:

18, Sher Shah Suri Road  
Mohammadpur, Dhaka 1207.

## ACTIVITIES AND INTERESTS

- Debate
- Surfing through creative, digital marketing, and tech media.
- Travel
- Painting
- Reading

## EXTRA CURRICULUM

- Organizer at Ascension 2016 and 2017
- Organizer BDC ProAms 2017 BUET
- Adjudicated in MM debate, Penfield debate, GH debate
- Head Volunteer of Gaiathon'17
- Organizer in LORDMUN'17

## WORK EXPERIENCE

### Human Resources Manager & Marketing Executive - Full time REBCO

June 2021 – continuing

- Produce new ideas for company branding, promotional campaigns, and marketing communications.
- Managing clients such as Akhtar, Porcelanosa, etc. any work that comes from the department of Marketing and creative.
- Supervise every department's daily workflow, assign project workload, and monitor deadlines and budgets.
- Monitor employees and deal with their complaints, look after remuneration and needs.

### Assistant Marketing Manager– Full time Yoke Lifestyles

August 2020 – July 2021

- Produce new ideas for company branding, promotional campaigns, and marketing communications.
- Create and implement tailored marketing plans based on individual client requirements.
- Manages the marketing department, design team, handles clients, looks after every shoots and manages all social medias for them
- Enhanced social audience interaction via social media and content partnerships.
- Monitored online advertising and social media campaigns to assess the success of different strategies.

### Marketing Executive– Full time Daekho.tv

July 2019 – August 2020

- Cultivated positive relationships with employers by maintaining quality work.
- Managed marketing departments and looked out for sponsors.
- Dealt with clients, on the other side wrote scripts, pitch decks, proposals and acted for them- I've acted on 3-4 videos and got them product sponsors and remuneration sponsors
- Monitored social media and online sources for industry trends.

### Intern, Business Development– Full time PlexusD

February 2019 – June 2019

- Managed their marketing, wrote all the write ups for the business from pitch deck to business models to proposals, helped to launch their app and attended numerous sponsorship meetings, dealt with clients.

## EDUCATION

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**O-Level** from S.F.X Green Herald International School, Dhaka.  
August 2000 – May 2012. (Full Time)  
Major: Commerce; CGPA: 2.60

**GED**

July 2016  
Marks: 2570/4000 (Pass)

**Undergraduate BBA- Independent University, Bangladesh- IUB**

Bachelor of Business Administration in Human Resource Management  
Graduation Batch of 2021  
Minored- Marketing; CGPA- 3.22

## KEY SKILLS AND CHARACTERISTICS

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- Poised under pressure
- Staff Training & Coaching
- Adapting to new and challenging situations
- Recruiting and Hiring Talent
- Quality Assurance
- Friendly, courteous, and service-oriented
- Skills also include: Debates, Excellent with Microsoft (Word, Excel, PowerPoint), content writing, research work, public speaking, managing/ organizing programs.

## AWARDS

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- 2nd Runner-up Elevator Pitch Challenge by YSSE
- Top 5 speaker of Eminence Debate Tournament 2018

## REFERENCE

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**MD. Afzal Khan**

Organization : Fashion Comfort BD Limited (FCBL)  
Designation : Assistant Manager (Admin & Compliance)  
Mobile : +880 17 1259 6019  
Email : [afzal\\_khan990@yahoo.com](mailto:afzal_khan990@yahoo.com)

**Solomon Vaskar Sam**

Organization : REBCO  
Designation : Creative Director  
Mobile : +880 17 6059 3096  
Email : [vaskar.s@rebcobd.com](mailto:vaskar.s@rebcobd.com)