



SAYEEMA RAHMAN

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OBJECTIVE

Obtain a position that will enable me to utilize my skills, drive towards task accomplishment and ability to work well with people and want to grow both as an individual and a professional leader by nurturing leadership, teamwork and communication skills.

EDUCATION

BBA-North South University

Major: Finance and Accounting, CGPA: 2.92/4.00

April 2014- 2019

HSC- Dhaka City College

Business Studies, GPA: 4.30/5.00

Passing Year -2013

SSC- Dhanmondi Govt. Girls High School

Science, GPA: 4.63/5.00

Passing Year- 2011

EXPERIENCE

1. Front Desk Executive (Client service-Registrar)-(part-time)
At North South University

January 2019-onwards

Job Description/Responsibilities:

- Regularly interacting with clients through telephone calls, email communications or face-to-face meetings.
- Coordination and communication with other departments.
- Cultivating solid relationships with clients through the provision of exceptional.
- Responding to client inquires in a timely and professional manner.
- Training and providing overall guidance to client service employees.

2. Marketing Executive-(part time)
At Lab-Gig

May 2016-December 2017

Job Description:

- Conduct market research and analysis to evaluate trends, brand awareness and competition ventures.
- Maintain relationships with vendors and publishers to ensure collaboration in promotional activates.
- Direct Marketing.
- Develop new clients and maintain customer relation.

EXTRA CURRICULAR ACTIVITIES:

- Participating in AYUSH present Master of Ideation organized by NSU YES club.
- Participating in ROBI present AD MAKER biggest AD competition in Bangladesh. Participating in Battle of Mind competition.
- Work as Volunteer for NSU SBE for Admission test summer 2011.
- Participate in various seminars, talk show about finance related topic.

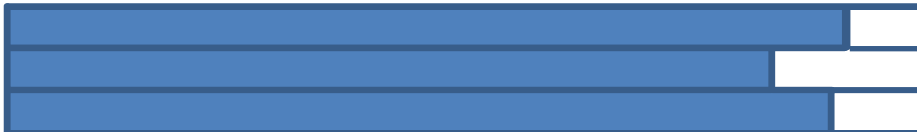
PROFICIENCY

Language:

- English: Excellent in writing, reading and speaking.
- Bengali: Excellent in writing, reading and speaking.

COMPUTER SKILLS

MS PowerPoint
MS Excel
MS Word



SKILLS

- Leadership
- Effective Communication Multitasking
- Time management
- Goal oriented
- Team work ability
- Work under pressure
- Organized in task Proactive learner

REFERENCE

Asif Chowdhury
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