



Raisa Alam Rasha

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Address Patowari Building, Flat-701, House-04, Road-05, Shamimbagh R/A, Medical Road, South Matuail, Jatrabari, Dhaka-1362.

OBJECTIVE

Become a corporate professional, serve in a responsible corporate place and acquire managerial, interpersonal, HR and Marketing skills to enhance and improve my efficiencies. Also, intend to pursue in-depth research, further exploration as well as attain robust insight in the field of my specializations.

EXTRACURRICULAR ACTIVITIES

- o Sports, drills, display dancing, charity works, martial arts in school and college.
- o Founder Member, NSU HR Club.

ACADEMIC CREDENTIALS

North South University 2012-2017

Bachelors of Business Administration (BBA)
Major: Human Resource Management
CGPA: 3.40 out of 4.00

Holy Cross College 2010

Higher Secondary Certificate (HSC)
Group: Science
GPA: 4.30 out of 5.00

Monipur High School 2008

Secondary School Certificate (SSC)
Group: Science
GPA: 5.00 out of 5.00

AWARDS AND ACHIEVEMENTS

- o SSC Board Scholarship Talentpool category 2008
- o 50% Tuition Waiver from NSU Financial Aid Cell 2014-2016

SKILLS AND COMPETENCIES

- o Proficiency in Microsoft Office (Word, Excel, PowerPoint, Access).
- o Proficiency in SPSS.
- o Expertise in Adobe Photoshop for photo editing.
- o Proficiency in reading, writing and adequate fluency in speaking English and Bengali.
- o Advance report-writing skill and expertise in referencing (APA).
- o Good presentation skill and communication with the audience.

PERSONAL STRENGTHS

- o Responsible and can work under pressure.
- o Well- organized, determined and punctual.
- o Communicative, good presentation and interpersonal skill.
- o Quick learning capability and decision making.
- o Team management

PERSONAL DETAILS

Father's Name : Md. Alamgir.
Mother's Name : Late Nurjat Mahmud.
Date of Birth : 15 August 1992.
Nationality : Bangladeshi.
NID : 686 529 8423.
Blood Group: AB+.

REFERENCES

Mr. Md. Golam Mostafa
Deputy Head of Sales
Uttara Motors Ltd, Corporate Head Office
Phone: +880-1711827082
Email: mgm@ugc-bd.net

Mr. Md. Ashiqur Rahman
Assistant Manager (Sales)
Uttara Motors Ltd, Corporate Head Office
Phone: +880- 01708484771
Email: ashiqone19@gmail.com

WORK EXPERIENCE

o **INTERN, GENERAL BANKING DEPARTMENT,
JAMUNA BANK LTD (February 8,2017-May 8, 2017).**

Job Responsibilities- Providing Customer Service, Account Openings and Closings, Update Information of Customers,Maintaining Vouchers, Accounts and Cheque Clearance,Register Cheques, Issuing, Providing and Authorization of Cheques, Destruction, Clearing Procedures, Card Delivery, Local Remittance, Loan Procedures, Inward and Outward Mailing.

○ **EXECUTIVE (INVENTORY, DISTRIBUTIONS, SALES ADMIN)
MARKETING DEPARTMENT, SUZUKI PASSENGER CARS
UTTARA MOTORS LTD, CORPORATE HEAD OFFICE
(OCTOBER 1,2019-PRESENT)**

Job Responsibilities - Inventory management and liaison with ware house and service centre, Processing delivery procedure of passenger cars and light commercial cars in showrooms of various branches throughout country, Maintaining accessories and tools of passenger cars, Keeping records of customers details,Reporting and getting approval of account department for tax, VAT and invoices of all vehicles, Maintaining and monitoring requisition and movement of vehicles in branches, Preparing challans and bills, Maintaining bills of entry and any documents relevant orders, customs procedures and vehicles, Order management of vehicles, Updating import data, Preparing sales, performance, order and all MIS reports, Maintaining all data of the department,Assisting in preparation of monthly sales target for salespersons,Monitoring the activities and achievements of salespersons throughout the country, Liaison regularly with salesperson and point of contact for them, Any other tasks given by head of department.