

Sudeshna Nandi Prachi

Residential Address: House #Oreintal Peninsula, Road #05, Block #F
Banani, Dhaka 1212
Cell Phone: +8801791025151
Email: sudeshnanandiprachi@gmail.com



Career Objective

Developing the professional skills in the field of corporate and to work dynamically for the betterment and growth of the organization

Work Experience

- **Internal Audit & Compliance, Green Delta Securities Limited (Subsidiary of Green Delta Insurance)**
- **Designation- Junior Executive Officer** [Summer- 5th July, 2018 till 20th April 2020]
- **Job Responsibility-**
 - ✚ Conducting regular audit inspection within all the respective branches of GDSDL.
 - ✚ Managing the Trader activities and also evaluate the risk management.
 - ✚ Providing all kinds of Bangladesh Securities Exchange related laws to the authorities.
 - ✚ Analyzing potential risks within specific areas of a company in order to avoid compliance issues.
 - ✚ Completes audit work papers and memorandums by documenting audit tests and findings.
 - ✚ Time to time review the implementation progress of the company's short/long term objectives.
 - ✚ Support Business partnering & operational strategy team in the development of the company's strategic business plans.
 - ✚ Work closely with the business team to monitor, measure & identify the implication of risk at both operational and strategic level.
 - ✚ Prepare audit report by researching materials; formulating a plan of action, processing paper agreement.
 - ✚ Oversee the HR administration activities and provides support other HR projects as needed.
 - ✚ Supports external auditors by coordinating information requirements.
 - ✚ Assist in planning internal communication and effective collaboration.
 - ✚ Managing each project's scope and timeline with different department framework.
 - ✚ Ensures compliance with all HR regulations and controls by examining and analyzing records, reports, operating practices, and documentation. Recommending opportunities to strengthen the internal control structure.
 - ✚ Conducting training/awareness program on risk management for the beneficiaries and stakeholders.
 - ✚ Providing advice and support in alignment with Green delta policies and values.

- **Internship-** Mutual Trust Bank LTD, (Spring'17) [18th January – 18th April]

Job Responsibility-

- ✚ Provided Customer Service.
- ✚ Accounts department, cheque clearance, deal with loan
- ✚ procedures. Introduced with the import export business workplace

Education

Masters of Business Administration (MBA)

Institute: University Of Dhaka

Major: International Business

Starting year: 2018

Bachelor of Business Administration (BBA)

Institute: North South University

Major: Human Resource Management

Passing year: 2017

Higher Secondary Certificate (HSC)

Institute: Ispahani School and College [IPSC] (Chittagong)

Group: Business Studies

Passing year: 2012

Secondary School Certificate (SSC)

Institute: B. M. S Girls High School & College [Bawa] (Chittagong)

Group: Science

Passing year: 2010

Training & key Project

▪ **Training Course-**

- ✚ “National Financial Literacy” Program Organized by Bangladesh Securities Exchange Commission. (BSEC) Fall'18 & Spring'19. “Corporate
- ✚ Grooming Attitude” by Green Delta Assist.
- ✚ “Compliance & Associate Issues” by Dhaka Stock Exchange LTD (DSE)

▪ **Projects-**

- ✚ Relocation of Two Branches (Both Dhaka & Chittagong).
- ✚ Meet sales target for the business development.
- ✚ Green Delta Securities new website design.
- ✚ Special Audits-Minimizing the risk of Business Developments.
- ✚ Launching new market promotions.

Professional Skill

- Language-Fluent in speaking, reading and writing Bengali and English, conversational in Hindi.
- Team coordination-Strong leadership capabilities
- Computer literacy: Windows 7, 8,8.1, 10
- Business Application Skill: Microsoft Office (Word, Excel, PowerPoint)
- Others application software- Minitab, video and photo editing, Xmind, Gantt chart

Achievement and Participation

- Participated in Business Developments Social Marketing Activities.
- Participation in “Born to Earn” campaign of GDSDL.
- Attended in “Fatafati” campaign of Green Delta Insurance.
- Participated in Recruiting Campaign of GDSDL- Organized by Career Fair Bangladesh.
- **Founding Member** - Association For Information System (AIS) NSU Chapter, BD

Self-Reflection

- Ability to Work Independently as well as a Team Member.
- Ability to Lead a Team in a Well Manner.
- Strong Motivation and Commitment for Work.
- Commendable Communication and Presentation Skills.
- Good in making instant decision

References

Mr. A. K. M Yakub Satter Chowdhury
Deputy Managing Director
Eastern Insurance Company Limited
Cell No: +880-01713015357

Mohammad Rakib Uddin Bhuiyan
Associate Professor & Chairman
Department of International Business
University of Dhaka
Cell No: +880-1819-164393