

Waseka Farzana Chowdhury

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CAREER OBJECTIVE:

Achieving challenging position in a reputed organization where I can grow professionally, create value for the organization & constantly develop my skills.

JOB EXPERIENCES:

Sheba.xyz - Strategic Business Unit Lead

1st August, 2019 to April

Job Responsibility:

- Monthly & Yearly GMV planning & projection
- Strategic partnership with brands like Coca-Cola, Bengal Meats, Ag Foods, Square Ltd.
- Monitoring project activities and ensure its completion within scheduled time

Pathao Ltd- Executive: Digital Payment

May 2018 – July 2019

Job Responsibility:

- Launched Digital Payment in Pathao Rides
- Managing day to day payment disputes, customer transactions & other key responsibilities to support customer transactions
- Preparing Training Module for Riders & Providing monthly training

Bank Asia Ltd- HR Intern

March 2016 – June 2016

Job Responsibility:

- CV sorting & CV bank management
- Arranging Interview session
- Posting Job in social medias & job portals
- Processing Remittance Payment CV Sorting, Remittance Payment

YES Pvt. Ltd - HR Trainee

June 2014 –February 2016

Job Responsibility:

- CV Sorting, Data Entry
- Maintaining Pay Roll for employees
- Reviewed job applications to identify, vet & recommend optimal candidates.
- Arranging Interview session

Education

- **Independent University of Bangladesh**
2017-2019
Masters of Business Administration Major:
Human Resource Management
- **North South University**
2011-2015
Bachelor of Business Administration
Major: Marketing & Human Resource Management
- **Dhaka City College, Bangladesh**
2010
Higher Secondary School Certificate (H.S.C) Group:
Business Studies
- **Viqarunnisa Noon School & College**
2008
Secondary School Certificate (S.S.C)
Group: Business Studies

SKILLS

- Exceptional communication & networking skills
- Managing Client Relationship
- Ability to work under pressure
- Team Leadership
- Advance user of MS Office & Ops tools like Metabase, Merchant Dashboard, Enlist, Engine Room, Postman
- Organized, Tech Savvy & has ability to multitask

Reference

- Khan Tanjeel Ahmed
Product Growth Manager
Bproperty
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- Iftekhar Ayan
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