



Kauser Parvin Nipa

 kauserparvinnipa@gmail.com

 <https://bit.ly/2lxstfu>

 **contact** 01775577113



I possess outstanding communication, relationship-building and Influencing skills. I am a highly efficient individual with extensive team coordination experience, able to adapt well to new environments and learn new processes quickly to achieve outstanding results with strong ability to multi-task and prioritize, and able to organize, train and monitor teams.



COURSES AND SEMINARS

- Volunteer-work experience on scholar& work, Malaysia
- Participated-on United voice project for seven days, Utama (Malaysia)
- Done my Internship on Social Business Under Nobel laureate Professor Muhammad Yunus



SKILLS & TOOLS

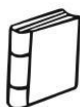
- Communication
- Time Management
- MS Office
- Microsoft Excel
- Power point
- Leadership skill



REFERENCE

Md. Zohorul Haque
Chief Operating Officer
Grameen Shamogree
Contact: 01711524828

Saw Bee Lian
Senior Manager, Student
experience center
Taylor's University
Contact: +60356295000



Education

MBA • 2019 • North South University
(Appeared)

BBA • 2017 • Taylor's University, Malaysia
International Business and Marketing
CGPA: 3.24

HSC • 2011 • Muminunnessa Govt Women's
College, Mymensingh
Science
GPA:5.00

SSC • 2009 • Viddyamayee Govt Girl's
High School, Mymensingh
Science
GPA:5.00



Experience

Executive (Admin&HR): Grameen
shamogree,Mirpur-2,(Feb 2017 –continuing)

|| working with administration department||
||Arrange staff Meeting as and when
require||Meeting with the clients on a frequent
basis||Supervise administrative staff and divide
responsibilities to showroom managers and brand
promoters to ensure performance||After month end,
reconcile/analyze the sales achievement and arrange
to provide the sales commission to the sales
staff||Assist colleagues whenever necessary||Submit
timely reports and prepare presentations/proposals
as assigned||

Student counselor • Taylor's student
experience • Oct 2015 – Jul 2016

Assist International student after admission|| work
with even organizer for different university program
|| collect data and create report on student
experience in Taylor's|| working with administration
department on student center||