





Nawshin Tasnim

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Career Objective:

With my academic excellence and work experience, I have the interpersonal ability to be an asset of an organization. I am always learning and keen to support the department that I will join. I pursue to achieve an experience and put my efficiencies into practice with sincerity and hard work.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Year of Passing	Duration	Achievement
Bachelor of Business Administration (BBA)	Humaman Resource Management & Marketing	BRAC University	CGPA:3.55 out of 4.00	2019	2014-2019	Achieved Distinction & Dean's list award in Summer'18 and VC's List Award in Spring'18.
HSC	Science	Mohammadpur Preparatory College	CGPA:4.50 out of 5.00	2014	2012-2014	-
SSC	Science	Mohammadpur Preparatory Higher Secondary School	CGPA:5.00 out of 5.00	2012	2010-2012	-

Employment History:

1.

HR Executive (March 01, 2020- August 31, 2020)

Avatro Group

Company Location: Green Road, Dhaka-1205

Department: Talent Acquisition

Duties/Responsibilities: Avatro Group is a marketing agency. As an 'HR Executive', my responsibilities were- monitoring interviews, developing the recruitment strategies, updating the assessment methods to meet the selection need & assisting in attendance & leave management.

2.

HR Intern (May 26, 2019-August 28, 2019)

BRAC International

Company Location: **BRAC Centre**, 75 Mohakhali, Dhaka-1212

Department: Recruiting and Selection

Duties/Responsibilities: **BRAC International** is operating in 11 countries across worldwide. As an 'HR Intern in Recruitment & Selection department', my responsibilities were- to shortlist the CV, opening recruitment files, creating employee personal files,

monitoring written exams of the candidates, creating Advertisement for different positions and posting them on different websites.

3. **Part timer in Oimex Electrode Limited (March 11, 2018- December 31, 2018)**

Oimex Electrode Limited

Company Location: 225/1, New Elephant Road, Dhaka-1205

Department: Human Resource Management

Duties/Responsibilities: Oimex Electrode Limited manufactures and markets steel products in Bangladesh. As a part timer, my responsibility was to assist the HRM Department of the organization.

4. **Coordinator (Media & Communication) (September 1, 2017-December 31, 2017)**

BERGER ADWIZ 2017

Company Location: BRAC University

Department: Media & Communication

Duties/Responsibilities: BergerADWIZ 2017 was an ad making competition organized by BRAC University Business Club. My responsibility was to manage all the media partners and keep a good communication with them.

Extra-Curricular Activities:

- **Senior Executive** at BIZ BEE (BRAC University Business Club) in the Department of Adroit Development
- Organizer, BIZ BEE presents “**E-Carnival 2016**”, “**Summer Sault revive 2016**” & “**E-Carnival 2017**”.
- **General Member** in BRAC University Adventure Club in the Creative department from October 2014 - December 2017
- Organizer of Biz Bee presents “**Face to Face fall- 2015**” and “**Face to face-Summer-2016**”
- Learned **paper crafting** from BRAC University RS activities
- Participated in several **Drawing and wallpaper making** competitions

Awards and Achievements

- Achieved **Distinction** in Bachelor's degree
- **Deans List Award** in Summer'18 & **VC's List Award** in Spring'18
- Awarded **1st position** in Drawing and wallpaper making competition-2007 & 2009, Md.Preparatory School and College
- **Prothom Alo Award** for getting GPA-5 in SSC, 2012
- Achieved certificate for **paper crafting work**
- Achieved certificate for **digital marketing work** at management information systems for Canva based poster creation

Skills: Flexible and adaptable to Changing organizational environment, also well in communication, writing, Excel. Very efficient in time-management. Very proactive Team person.

Reference (s):

Name	:	Afsana Mimi	Md Golam Mortuza
Organization	:	Avatro Group	K S Engineering Limited
Designation	:	Manager	Manager, Marketing
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Relation	:	Profession	Profession