



Nusrat Tabassum Novera

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OBJECTIVE

Utilizing the enliven nature which can support the organization to overcome any situation.

SKILLS

- Leadership.
- Communication.
- Ability to work under pressure.
- Decision Making.
- Time Management.

ACADEMIC QUALIFICATION

Masters of Business Administration

(Major: Marketing)

University of Dhaka

- Ongoing

Bachelor of Social Science

Bangladesh University of Professionals

(Major: Disaster and Human Security Management)

CGPA: 3.54 Out of 4.00 • December 2018

Higher Secondary Certificate

Viqarunnisa Noon School and College

(Group: Business Studies)

CGPA: 5.00 Out of 5.00 • 2013

Secondary School Certificate

Viqarunnisa Noon School and College

(Group: Business Studies)

CGPA: 5.00 Out of 5.00 • 2011

PROFESSIONAL SYNOPSIS

1. Executive (Sales Operation): Foodpanda October 2019 to Present

Responsibilities:

- ✓ Vendor Training and management
- ✓ Maintaining development of new vendors
- ✓ Launching operations for new cities
- ✓ Transcribing of global contents
- ✓ Menu creation and backend management

Key work achievements:

- Consistent highest KPI achiever
- Launching of project incubation
- Becoming voice re-presenter of Foodpanda university
- Launching of New Vertical

2. Community Manager: WebAble Digital April 2019 – September 2019

Responsibilities:

- Plan and maintain Social Media pages of Clients
- TVC planning and arrangement
- Customer feedback collection and reporting

Brands:

- Apex, WaterAid, Techno, Nokia

3. Intern: Environment and Climate Change Unit (ECCU) in Palli Karma-Sahayak Foundation January 2019 – March 2019

LANGUAGE

Bengali: Mother language, Proficient in reading and writing.

English: Excellent proficiency in reading, listening, speaking and writing.

French: Elementary reading, writing and speaking.

REFERENCE

1. Mamun Bin Shaheed
Vice President
EDW & Analytics
Robi Axiata Limited
Email: mamun.shaheed@robi.com.bd
Phone: 01610005560
2. Ahmed Kabir Chaion
Business Development Manager
weDevs
Email: ahmed_chaion@yahoo.com
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3. Shamiha Chowdhury Nishat
Sr. Executive
Client Servicing
WebAble Digital
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Phone: 01909112547

VOLUNTEER EXPERIENCE OR LEADERSHIP

- **Content Developer** at *Q.K Foundation*.
- **Online campaign** of “Beat Plastic Pollution”, *United Nations Volunteer India (UNV India)*
- **Data validation** of Khulna City Corporation Election and Gazipur City Corporation under the *Election Working Group (EWG)*
- **Champion** at Idea sharing competition on Disability Orientation and Inclusive Education by *Physically-Challenged Development Foundation(PDF)*
- **Shadow Journalist** in- *NSTU Model United Nations, 2017*
-BUP Model United Nations, 2017
-NSU International Model United Nations, 2017
- **Secretary of Talent Acquisition** of *BUPGAC (Bangladesh University of Professionals Global Affairs Council)*
- **Volunteer** at –
 - a) *United Nations Volunteer India (UNV India)*
 - b) *PDF (Physically-challenged Development Foundation)*
 - c) *Critical Link*
 - d) *Evolution 360*

TRAINING AND WORKSHOPS

- International Workshop on **Communication Skills** by *World Orphan Centre and English Olympiad*.
- Workshop on **SDG and Bangladesh** by *Global Platform Bangladesh (Action Aid)*
- Workshop on **Disability Orientation and Inclusive Education** by *Physically-challenged Development Foundation(PDF)*
- Workshop on **Linking Youth with Sustainable and Inclusive Economic Growth** by *Stride Bangladesh and Microsoft*.