

SURAYA SULTANA

House- 93, Azampur Kacha Bazar, Uttara, Dhaka – 1230

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Career Objective:

Intend to work in a challenging and competitive environment where the dignity of work provides job satisfaction and potential avenues for learning.

Experience:

1. Innovative Technology & Engineering

Manager (HR and Business Development Department): March 2020 – September 2020

- Planning, organizing, and controlling the activities and actions of HR, Marketing, Sales and Admin departments.
- Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations and training sessions.
- Hiring, training, and evaluating employees, taking corrective action when necessary.
- Attending meetings, conferences and industry events.
- Establish and maintain effective relationships with Clients.
- Developing goals for the development team and business growth and ensuring they are met.
- Accomplishing marketing and sales objectives by planning, developing and implementing marketing and sales action plans
- Developing proposals, documents and quotations for clients.

2. Catalyst Solutions

Executive Talent Management (HR): April 2018 – May 2019

- Planning, overseeing and supervising full recruitment process and as well as training, and evaluation of employees.
- Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations and training sessions.
- Creating and implementing HR policies, practices, and procedures.
- Planning, organizing, and controlling the activities and actions of the HR department.

- Administers performance review program to ensure effectiveness, compliance and equity within organization.
- Conducting meetings to hear and resolving employee grievances; and counseling employees and supervisors.
- Perform additional administrative duties as assigned.

3. Adiva Graphics (Data analytics organization based in USA)

Team Leader (Analyst): August 2012 – November 2013

- Was responsible for Leading Team of Charting Analysts
- Analyzing, organizing and manipulating data
- Presenting Completed Design Projects into Client Specific Format and deliver
- Train and Prepare new recruits through complete initiation
- Online Live Submission of Completed Projects with Presentations

Education:

- **2018** MBA (Regular) (Major in Finance)
Bangladesh University of Professionals (BUP)
CGPA – 3.82
- **2013** B.Sc. in Electronics & Electrical Engineering (Major in Power)
University of Information Technology & Sciences (UITS)
CGPA – 3.94
- **2007** H.S.C. (Science group)
Shiddheswary Girl's College
GPA – 3.90
- **2005** S.S.C. (Science group)
Pirojpur Govt. Girl's High School
GPA – 5.00

Achievements:

- Scholarships on Merit in B.Sc. (Engr.)
- Scholarship on Merit in MBA
- Placed first in Science Fair in College
- Government Scholarships

Training:

Safara IT Ltd

Internship (Digital Marketing Department): January 2018 – March 2018

Skills:

- Excellent Computer Command (Advanced level skill on Microsoft Office specially on Microsoft Excel, Microsoft Word and Microsoft PowerPoint)
- Excellent fluency in both written and spoken Bangla & English

Extracurricular Activities:

- Member of Cub Scout and Girl Scouts in school
- Member of Boishakh Decoration Team both in Graduation and MBA

Strengths:

- Communicative
- Fast Learner
- Objective Oriented
- Team Minded

Personal Information:

Father's Name : Abdul Mannan Mallik
Mather's Name : Shirin Akhter
Date of Birth : 20 October, 1990
Nationality : Bangladeshi (By Birth)
Religion : Islam (Sunni)
Blood Group : O (+) Positive
Marital Status : Single
Permanent Address : 370, North-East Masimpur, Pirojpur-8500

References:

Sarker Badiuzzaman Sumon	Samar Baidya
Chief Information Officer (CIO)	Financial Controller
Safara IT Ltd	Catalyst Solutions
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