



IFFAT BINTE RAHMAN

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EXTRA CURRICULAR ACTIVITIES

NSU Finance Club

Sub-Executive Member

- Hosted workshops and assessment rounds for 4 times.
- Worked with a team of 30 members to successfully complete 3 rounds of recruitment and an orientation program.
- Organizing team member for 3 different intra-club business competitions.

CERTIFICATIONS

- Certified top 10 finalists – Excelsior 16.
- Certification of 4 Excel Bootcamp Modules conducted by CPC.
- Certification of “Organizational Learning and Development” – A training session conducted by LEAD.

ONLINE COURSES

- Introduction to Data Analysis using Excel
- Data driven E-Commerce Marketing

PROFESSIONAL SUMMARY:

Versatile Executive able to step into multiple roles to accomplish business objectives. Knowledgeable about budget administration, business development, and key decision making. Disciplined and forward-thinking assistant manager with excellent communication and team-building skills.

WORK HISTORY

BUSINESS DEVELOPMENT ASSISTANT MANAGER, KOREA MTS LIMITED (2019 - present)

- Started my journey as a Business Development Executive and got promoted to Business Development Assistant Manager. Reported directly to the Director during my AM tenure.
- Managed two teams of 6 people in the marketing department and 5 people in the Customer Service Department and assessed individual and team performances, analyzing data trends to determine best methods to improve sales results.
- Communicated with store managers, business owners, and distribution partner sales teams by employing retail strategies, and sales tactics.

FINANCE INTERN, JAMUNA BANK LIMITED (2019)

- Sorted and organized materials such as physical files, tracking spreadsheets and reports.
- Completed clerical tasks such as filing, copying and distributing mail.

IELTS INSTRUCTOR, MENTORS (2017-2019)

- Instructed through lectures, discussions and assessments for all four modules: writing, listening, reading and speaking of IELTS (International English Language Testing System).
- Prepared students for tests by teaching relevant concepts and enforcing good test-taking skills.

EDUCATION

BBA

North South University

Major: Finance and
Accounting
(2015 – 2019)
CGPA: 3.13

SSC & HSC

Rajuk Uttara Model College

(2006-2014)
GPA: 5.00