

**KANIZ FATEMA**

House: 14, Flat: B4, Road: 6  
Dhanmondi R/A, Dhaka-1209

**Cell:** +8801795420540

**E-mail:** kaniz.hoque133@gmail.com



---

**CARIEER OBJECTIVE:**

To obtain a suitable job in a dynamic environment, where application of my qualities, skills from my academic background can be utilized for mutual growth and success, especially in the field of Business Communication, I want to build up my career in such way that my achievement adds some value to the organization in the long run.

**EDUCATIONAL QUALIFICATION:**

Master of Business Administration: North South University (2018-2019)

Major: Marketing & Human Resource Management

Bachelor of Business Administration: North South University (2011-2015)

Major: Finance & Accounting

Higher Secondary Certificate (H.S.C.): Dhaka Commerce College (2009)

Group: Business Studies

Secondary School Certificate (S.S.C.): Bhawal Mirzapur H.J.U. High School (2007)

Group: Business Studies

**WORK EXPERIENCE:**

1. Executive, Human Resource (February 2016-February 2017)

Organization: DOT 5 Private Limited

Location: Gulshan 1

Main duties:

Supervising and coordinating activities of staff.

Planning & executing company's social media activities.

Administer salaries and determine leave entitlements.

Coordinating employee engagement activities.

Interviewing job applicants, conducting orientation programs for new employees.

Staff training and development, preparation of job descriptions, staff assessments and promotions.

Creating innovative ways to attract prospective employees, maintaining budgetary and inventory controls and making recommendations to management.

Writing business letters, reports and office memos.

2. Executive, Business Development (October 2015-January 2016)

Organization: DOT5 Pvt. Ltd.

Location: Gulshan 1

Main duties:

Communicating with target audience and managing customer relationship.

Contacting potential clients via email or phone to establish relationship and set up meetings.

Attending meetings.

Preparing PowerPoint presentations.

Contributing and developing marketing plans and strategies.

Maintaining fruitful relationship with existing clients.

Planning and overseeing new marketing initiatives.

Preparing quotations and proposals.

Negotiating and renegotiating over phone, email and in person.

Writing reports and provides feedback to upper management.

#### **NOTABLE ACADEMIC RESEARCHES & PROJECT WORKS:**

A Thesis on “Bangladesh Stock Market Crash 2010”

A research on “Financial soundness of Bangladesh’s Cement Industries”

A Business Plan on “Setting up Burger King in Bangladesh”

Prepared a brand manual for a sport drink “SPORTAN”

Prepared a project on “Online Banking System”

#### **SKILLS & STRENGTHS:**

Honest, optimistic, motivated and committed.

Able to work under pressure.

Well persuasive communication skill.

Good group collaboration through group task like presentation and problem solving.

Have decent knowledge about web based work.

Pro in MS Excel and PowerPoint.

Fluent in Bengali & English.

#### **INTERESTS:**

Writing poetry, Reading books, Cooking, Dancing and Traveling.

#### **REFERENCES:**

S.M Mizba-ul-Islam

General Manager

CLM & IB (Business Operation)

Robi Axiata Limited

Gulshan 1, Dhaka-1212

Contact: +880 1833181161

Md. Mahfuz Khan

Managing Director & CEO

DOT 5 Pvt. Ltd.

Valentine Castle, Floor 5-c House-83, Road-

23, Gulshan 1 Dhaka 1212

Contact: +880 1616161733