



NADIM AL RAHIM

BBA in Marketing and MBA (Continuing), **North South University**

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Objective

A challenging career opportunity which would help me to utilize my academic background to assist me to gain experience, develop my interpersonal skills and enable me to make positive contribution

Work Experience

GSL-Education

Compliance Officer (support), for UK

6th Jan 2019- Present

Office Responsibilities:

- Ensuring that the business is aware of, and compliant with, all legal requirements in respect of data protection legislation. Build proper strategy and maintain proper communication through various medium. Working with the team to review all new contracts to ensure compliance with GDPR legislation where necessary Authentication & verification of compliance documents of registered candidates as well as data entry on **Sales force**.
- Monitor latest developments within data protection, including changes in **REC**. Ensure business processes continue to be compliant in the light of any changes.
- In conjunction with the training team, monitor and drive the completion of on-line compliance related training and task.
- Prepare maarketing profiles and adverts using **Canva** and to make it high quality and reach out the clients.
- Contacting through proper communication to reach out target candidates, referees, schools, governing bodies via email or direct phone calls for registration, document chasing & verification.

FAR Holding Ltd

1st July 2017- 20th Dec 2018

Marketing Executive

Division: Marketing

Office Responsibilities:

- Develop marketing plan to establish strong brand presence in the real estate market.
- Create new customers and relationship management. Manage existing & new potential customers by personal sales visits. Assist in planning and implementing strategies to prospective customers.
- Regular follow-up with existing and potential clients. Supervision and preparing work plan for the subordinate

Bank Asia Ltd

1st Jan 2017- 31th May 2017

Internship

Division: Treasury Back (Corporate Office)

Office Responsibilities:

- Issuing Foreign Demand Draft, FDD
- Block entries and maintaining of FDD register.
- Settlement encashment cycle

Education

Bachelor of Business Administration

Fall 2012 — Summer 2017

BBA in Marketing, **North South University**

Single Major, **CGPA 3.00** on a scale of 4

Advanced level Jan 2010 — Jan 2012

Cephalon International School

Two subjects Mathematics and Physics GPA 2.0

Ordinary Level

Jan 2009 — May 2009

Bangladesh International School

Science with 7 subjects, GPA 3.2

Training and Certificate

Successfully Completed **IELTS** with a brand score of **6.5** (December 2017)

Computer course SKILL HUNT training on **MS Excel, Power Point and Animation**. (November 2017)

Certified with **Entrepreneur skill** from North South University's Career and Placement Center (CPC)

Certified in Lighting Development for **Salesforce and Wordpress** from Udemy.com (September 2019)

Extracurricular / Co-curricular Activities

- Participated in **National Career Fair** at North South University, 2013, logistic and helping participants was with information my responsibility.
- Work in non-profit organization of Bangladesh **JAAGO Foundation**, November 2015.
- General Member of **Human Resource Club**, North South University (From 2015- 2016)

Language Skills

- English Fluent in speaking, writing and reading.
Bengali Language (Good in every respect)

Interest

- Social Activities (Engaged in **Quantum Foundation** (Year: 2014-2015))
- Latest technology
- New Languages, movies and cars.
- Travelling with my bike to discover more about the world and make new friends Cricket, football and Table Tennis

Personal Information

Date of Birth: 20 AUG, 1993

Nationality: Bangladeshi

Father's Name : Md Habibur Rahman

Father's Occupation: Business person

Mother's Name : Afroza Shahnaz

Mother's Occupation: Home Maker

References

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