

M.M. SAYEM SAKIB

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CAREER OBJECTIVE

To secure challenging positions that will help demonstrate my innovative thinking, analytical ability and communicative efficiency in a congenial work environment and will also offer a prospect for my career advancement in the organization.

WORK EXPERIENCE

OFFICER, RETAIL BANKING, STANDARD CHARTERED BANK– JAN 15, 2020 TO PRESENT

- Responsible for 360 degree Product & Brand Management
- Frontline Training & Development Arrangement(Saadiq)
- Budgeting for the unit and cost control
- Program arrangement
- Providing training to frontline
- Market Need Analysis
- Guiding Business Development Teams
- Maintaining Liaison with Global & Local Teams
- Product crafting, redesigning & launching
- Maintaining proper Training & Development Need Grid for Frontline
- Leveraging sales growth & ensuring targets
- Ensuring liaison with corporates
- Maintaining Brand Equity
- Generating reports (Forecasted & Actual) & reporting to global portals

ASSOCIATE, BUSINESS SERVICES DEPT, HSBC BANGLADESH– OCT 16, 2018 TO JAN 13,2020

I worked in business control and client communication unit. I maintained the system database & global portals on behalf of my team. My position was diversified with external & internal customer communication, vendor management, finance & data analysis, HR operations, project management, global reporting and more. I received superior trainings from the bank related professionalism, software, leadership and core fundamentals for being a global employee.

MARKET OPERATIONS INTERN, ROBI AXIATA LTD.– JULY, 2018 TO OCTOBER, 2018

I applied my practical knowledge & strategic planning in Cholbe Robi application branding and selling campaign. I was assigned in Alternative POS Segment revenue increase project to create new spaces. I supervised my team performance efficiently generating enriched sales report. My project covered large areas including Dhanmondi, Gulshan & Uttora.

INTERPERSONAL SKILLS:

- Possess excellent presentation skill in both English and Bengali
- Own leadership quality and of course, with a mind-set to work with a team
- Ability to handle pressure and perform tasks quickly as well as accurately

TECHNICAL SKILLS:

- Project Management Skill
- Computer Software Application (MS Word, Power Point, MS Excel) Advanced Level
- SQL Basic proficiency
- e-Articles writing
- Good IT knowledge

EDUCATIONAL BACKGROUND

- | <u>DEGREE/CERTIFICATE</u> | <u>CGPA / GPA</u> |
|--|------------------------------------|
| ▪ Masters of Business Administration (MBA)
United International University, Dhaka
Concentration in Human Resource Management
Passing Year: 2020 | CGPA: 3.72/4.00 |
| ▪ Bachelor of Business Administration (BBA)
United International University, Dhaka
Concentration in Finance &Marketing
Passing Year: 2018 | CGPA: 3.88/4.00 |
| ▪ Higher Secondary Certificate (HSC)
Dhaka Residential Model College
Passing Year: 2013 | GPA: 5.00 (In all Subjects) |
| ▪ Secondary School Certificate (HSC)
Dhaka Residential Model College
Passing Year: 2011 | GPA: 5.00 (In all Subjects) |

ACADEMIC DISTINCTIONS

- Academic Scholastic Award **Magna Cum Laude** for obtaining excellent result in Bachelor of Business Administration
- Enjoyed academic scholarship 100% (7 times) & 50% (3 times) on the basis of trimester result for excellent academic performance at UIU

CO-CURRICULAR ACTIVITIES

- **Vice-President(External Affairs)** at **UIU Marketing Forum** (July 17, 2017-October 16, 2018)
- **General Secretary** at UIU Marketing Forum (October 4, 2016- November 4,2016)
- **Event Organizer:** International Career Summit 2015, Brand MASTER 2018, Ad Guru Returns, Marketers' Market 16, Brand Master14 & National Women Marketers' Day

LANGUAGE ABILITY

- English: Have excellent writing and oral communication skill
- Bengali: Native

PERSONAL INFORMATION

Father's name	: Md. Hafizur Rahman, Addl. Secretary (Rtd.) Bangladesh Civil Service
Mother's name	: Dilara Khanom, Home Maker
Date of Birth	: July 19, 1996
Marital Status	: Single

REFERENCES

Hasan Al-Mamun

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I hereby acknowledge that the information provided above is true.



M. M. Sayem Sakib