

**SADIA AFRIN**

CONTACT NO: +8801685814318/01557163637

EMAIL: [sadia.afrin015@gmail.com](mailto:sadia.afrin015@gmail.com)

**CAREER OBJECTIVE:**

To obtain a challenging position where I can apply my knowledge and creativity to become a quick learner and utilize my analytical and reasoning skills for organizational development to achieve the goal.

**STRENGTH:**

Energetic, organized, ability to work under pressure, excellent presentation skill and studious nature allow me excel at whatever I do.

**EXPERIENCE:**

- **Work as an Executive (HR & Administration) at Akashbari Holidays, Banani, Dhaka. (February, 2018 – Continue).**
- Internship at Standard Bank Limited from January to April 2017.

**TRAINING AND DEVELOPMENT**

- **Human Resource Management Competencies (HRMC) under Institute of Business Administration, University of Dhaka** from June to August 2018.
- **Emergency Management Training at BRAC University**, organized by the AASB (Access Alumni Society of Bangladesh) and Community Development for Peace Foundation (alumni associations of the U.S. Department of State, under the U.S. Embassy Dhaka).

**EDUCATIONAL QUALIFICATION:**

- Bachelor of Business administration (BBA), **North South University**. CGPA: 2.58 (78% Marks).

- Higher Secondary School Certificate (HSC), Pabna Govt. Women's Collage, Pabna. Group: Science, Board: Rajshahi, Passing Year: 2011. GPA: 4.20
- Secondary School Certificate (SSC), Pabna Govt. High School, Pabna. Group: Science, Board: Rajshahi, Passing Year: 2009. GPA: 4.94.

#### **EXTRA CURRICULAR ACTIVITIES:**

- Entrepreneur of NSU HAAT BAZAR in June 2016.
- General member of NSU Athletic Club (September 2013 to April 2015).
- Volunteer of Nights of Knight's in 2014 organized by NSU Athletic club.

#### **ACADEMIC PROJECT**

- Research on Career vs. motherhood, which preferred most in Bangladesh in May 2016.

#### **SKILL:**

- MS Office programs: (MS Word, Excel, Access and Power Point), etc.
- Excellent presentation skill.
- Verbal and written communication in both English and Bangle.

#### **PERSONAL INFORMATION:**

- **Date of Birth:** 30<sup>TH</sup> November 1994
- **Mailing Address:** C/O Md. Zohiroul Islam, Deputy Manager, Teletalk Bangladesh Ltd. 2nd floor, Rupaon Golden Age, 99 Gulshan. Avenue Gulshan, Dhaka
- **Permanent Address:** 90/74 Gobindo Kabiraj Road (1st floor), Shibrampur. Pabna-6600

#### **REFERENCE:**

<b>FJ Mohaimen</b> Senior Lecturer Department of Accounting& Finance North South University, Dhaka Contact no: 01712092692	<b>Shekhar Chandra Biswas</b> General Manager Agrani Bank Ltd. Khulna Circle, Khulna. Contact no: 0172614134
--	--