

Syeda Mohima

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Professional Experience

Tijarat-3

May 2019

Manager, Business Development

Key Responsibilities:

- Work to launch a new sanitary napkin brand
- Support management to develop business strategy
- Manage external parties including educational and NGO sector
- Built team for brand management
- Conducting business meetings with internal and external parties

Jobike Inc.

May 2018-April 2019

Executive, Operations

Key Responsibilities:

- Preparing operational budget and get approval from management
- Generating Jobike payment system idea in collaboration with tech team
- Preparing team work schedule and allocating human resources
- Attending in meetings with managerial team for partner collaboration
- Oversee the import process and work with china factory
- Lead the supply chain process to meet the field demand
- Coordinating with product team for product requirements and feedback

Internship

USAID: Agricultural Value Chain Project (Implemented By DAI Global) 2018

Intern, Grants

Key Responsibilities:

- Auditing all Grants documents
- Checking the required documents for Grants approval
- Conducting meeting with private sector partners
- Support Grants Manager and Grants specialist
- Grant tracker Maintaining all required document of partners

EDUCATION

Bangladesh University of Professionals, Mirpur Cantonment, Dhaka

December 2017

Faculty of Business Studies-Bachelor in Business Administration with Major in Human Resource Management and Minor in Marketing (CGPA-3.13/4.00)

Dhaka City College, Dhaka

2012

Higher Secondary Certificate in Business Studies (GPA 5.00/5.00)

Monipur High School, Dhaka
Secondary School Certificate in Business Studies (GPA 5.00/5.00)

2010

TRAINING & CERTIFICATIONS

International Supply Chain Education Alliance

2017

Certified Supply Chain Analyst

- Gained in depth knowledge of effective logistics and supply chain management practices and use them to improve my own operations
- Explored the key aspects of supply chain management and discover the opportunities for improving efficiency and effectiveness
- Gained the practical knowledge to understand the current market operations
- To attain competitive advantage and eliminate internal and external barriers to adopt a more flexible supply chain

Bangladesh Institute of Capital Market

2014

- Initial investor training and share market issues (One day training)
- How the investment should be done
- Descriptive discussion about market vulnerabilities

Club Activities:

BUP Business & Communication Club (Executive Member)

- Volunteered for Corporidlerz 2014
- Worked as organizer of Corporidlerz (2015 & 2016)

BUP Cultural Club (General Member)

- Volunteered to organize Annual cultural fest

Remarkable achievements

PETAK Global Supply Chain Case Competition

2017

- Won 100% scholarship by securing first position

Annual cultural competition at Monipur High School 2009

- Won first prize in recitation by reciting “Ekusher Kobita”

Expertise and skills

Comfortable working with

- MS Word
- MS Excel
- MS Power Point
- Internet related work-Browsing and Data collection

References

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