**Nishat Tasneem**

## 173/A East Kafrul, Dhaka Cantonment, Dhaka-1206, Bangladesh Phone: +8801762559970

Email: [nishat.tasneem16@gmail.com](mailto:nishat.tasneem16@gmail.com)

LinkedIn: linkedin.com/in/nishat-tasneem-9957a3141

# **Career objective:**

My objective is to obtain a challenging leadership position with a progressive organization by applying creative problem solving and lean management skills that provides an opportunity to capitalize my analytical knowledge and forecasting abilities in the fields of operations, management, marketing, planning, finance and research work

# **Work Experience(s):**

* Working with “**ACI Limited**” as a Finance Coordination Officer under *ACI Foods Limited-Rice Unit* (*September’19 – till date)*

**Responsibilities:**

* + Preparing various financial reports
  + Maintaining and updating electronic and paper records to ensure information is organized and easily accessible
  + Proofreading of the reports sent to Head of the department
  + Evaluating and finding out the trend of rice price
  + Analyzing different financial reports
  + Processing all types of bills
  + Mail sorting and timely reporting to the department head

**Additional Key Responsibilities:**

Any key duties instructed by the management from time to time

* Worked with “**Nestlé Bangladesh Limited**” in *Corporate Affairs and Communications* Department under ***Marketing*** *Division* (*November’17 - May’18)*

**Responsibilities:**

* + Managing CSR activities
  + Managing the media monitoring
  + Managing communication of marketing activities such as: Creating Share Values through NHK and so on
  + Preparing media releases along with preparing statements
  + Maintaining external and internal communication through Nestalk
  + Promotion of marketing activities internally and externally
  + Responsible for corporate branding
* Worked in “**LankaBangla Finance Limited**” at *Recruitment and Performance Management* Department under *Human Resource* Division as an intern *(13 August’17 - 12November’17)*

**Responsibilities:**

* + Identifying the needs of current and future labor demands and organizational, divisional, departmental and individual development needs
  + Focusing on recruiting activities aimed at attracting the right candidates for the job and recruiting activities which include internal efforts, college hiring fairs, technical and vocational events, and traditional newspaper advertisements
  + Conducting the interview and selecting the right candidate by identifying the specific skills, knowledge and qualities which is required and desired in an employee
  + Making Memorandum of selected candidates along with their appointment letter
  + Analyzing and reviewing the areas of organizational, divisional and departmental strength and weakness
  + Keeping a record of employee’s performance, achievements, successes and challenges
* Research Assistant, (ICBM 2017), working under Riyashad Ahmed, Assistant Professor and Coordinator of EMBA Manager, BRAC University
* Research Assistant, (ICBM 2019), working under Riyashad Ahmed, Assistant Professor of BRAC University
* Worked as a student volunteer (paid) in *“****BRAC University Career Service and Student’s Affair****” (April’16 to August’16)*

**Responsibilities:**

* Communicate with the Alumni of BRAC University
* Updating data of Convocations
* Writing proposal letter for different purposes of the organization and so on

# **Academic Qualification(s):**

### 2018- Continuing Master of Business Administration

CGPA**: 3.54 |** Concentration: **Operation Management & Finance |** BRAC University

### 2013–2017 Bachelor of Business Administration

CGPA**: 3.58** | Concentration: **Finance** | Minor: **HR** | BRAC University

### 2010-2012 Higher Secondary Certificate (H.S.C)

GPA: **5.00 / 5.00** | Science Group **|** SOS Hermann Gmeiner College

### 2008-2010 Secondary School Certificate (S.S.C)

GPA**: 5.00 / 5.00 |** Shaheed Anwar Girls’ College **|** Science Group

# **Achievements:**

* Completed graduation with distinction
* Certificate for participating in “*ACCA Business-Accounting Competition*” in *2017*
* Verbal Mention Award in KIIT MUN-2015, India
* Scholarship based on Merit from Vice- Chancellor of BRAC University (Fall 2017-Summer 2019).
* Verbal Mention Award for Best Performer by Mahreen Mamun, Senior Lecturer, BRAC University (Spring 2017)
* Award for brilliant success at HSC Examination, 2012 by SOS Hermann Gmeiner College
* Credential award for brilliant success at SSC Examination, 2010 by Daily Prothom Alo & Robi
* General Board *Scholarship* in SSC (Place*: 80th,* Science Group, Dhaka Board, *2010*)
* General Board *Scholarship* in Class VIII (General Grade)
* Scholarship from “*Student Welfare Association Scholarship*” in Class VIII
* Certified for “*Presentation Skill*” by BRAC University (Savar Campus)

# **Extra-Curricular Activities & Voluntary Works:**

## Extra-Curricular Activities

* Published a *Paper* on *“Affecting Factors for the Fluctuation in Stock Price”* in International Conference on Business and Management (*ICBM 2019*)
* Published a *Paper* on “*A Critical Literature Review on the Comparative Analysis between Principles versus Rules Based Accounting Standards*” in International Conference on Business and Management (*ICBM 2017*)
* Worked as a Senior Executive at Finance Department in *BRAC University Marketing Association*
* Worked in Communication and Logistic Department of *BRAC University Marketing Association*
* Participated in *KIIT (Kalinga Institute of Industrial Technology) International MUN’15, Bhubaneswar, India*
* Participated in *Jahangir Nagar Model United NationsConferences-2015*
* Participated in *Dhaka University Model United Nations-2015*
* Participated in *“ACCA Business-Accounting Competition”* in 2017

## Voluntary Works

* Associated with *Business & Economics Forum* and *BRAC University Marketing Association* club
* Host in *Orientation Program of BUMA-2016*
* Volunteer at *SAGC Annual Program*
* Helping child with special needs
* Tried to help unprivileged students and gave them lectures on Mathematics, Physics and Chemistry

## Leadership and Team Work

* Led the delegates of 25 countries in KIIT MUN
* Led a team of 5 in ACCA Business competition

# **Skills:**

* IT: Microsoft PowerPoint, MS Project, Microsoft Excel, Microsoft Word, SPSS, Photoshop, Illustrator
* Linguistic Skills:

-English: Proficient in Speaking, Reading, Listening and Writing

-Bengali: Native

# **Trainings:**

* **Transformation to Professional** arranged by **ACI Limited on 6th October** includes:
* **Professional Skills Development Program** (PSDP) arranged by Career Services Office, BRAC University from ***Jan’17 to Aug’17*** includes: Self-Assessment, Networking, Occupational and company research, Resume writing, Skills and job search, Interview preparation

## **Residential Semester (Fall 2014)**: Three months’ residential semester covered with several training, theory, seminars, workshop and practical learning. Studies included: Social lab, Different seminars, Language training, Time management skills, Group exercise, Site visit etc.

# **Interpersonal Skills:**

Adaptability | Team work | Self-managed & Self-confidence | Stress tolerance | Critical analysis | Ethical Sensitivity |Organized & Hardworking | Reasoning & Analytical skills | Problem solving ability.

# **Activities/Interests:**

Research, psychology, customer service/relations, public relations, women’s development, communication theory, health and fitness, leadership, writing, reading, intercultural competency, networking, student/youth development, multilingual and organizational behavior, competency on Microsoft products, social media, traveling and education.

# **Reference(s):**

* **Riyashad Ahmed**

Assistant Professor

BRAC Business School

BRAC University

Contact no: +8801716926228

Email: [riyashad@bracu.ac.bd](mailto:riyashad@bracu.ac.bd)

* **Naquib Khan**

Director

Corporate Affairs & Communications

Nestlé Bangladesh Limited

Contact no: 01713013130

Email: [naquib.khan@bd.nestle.com](mailto:naquib.khan@bd.nestle.com)