

**JANNATUL FERDOUSY**



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House#44,Flat No.3/A,Mollika Housing,Milk vita Road ,

Section-7,Mirpur,Dhaka-1216

# WORK EXPERIENCE

## Senior Executive (corporate clients relation)

Bangladesh Sports Management, Mirpur DOHS,Dhaka

* Participate in client meeting and prepare marketing materials for new clients & prospective clients. Assist relationship manager and portfolio manager in portfolio management, credit renewal packages.Analyze financial project.

## Senior Executive (Business Development)

Xpert Providers LTD,Gulshan1,Dhaka

* Finding competitors and create the comparison tables with company’s product/services through SOWT analysis. Creating a roadmap, milestone, clients segmentation. Using digital marketing, Social media, Offline media, Networking Events, Inﬂuencer and afﬁliate to show the beneﬁts of company’s products / service.

## Monitoring Officer(Logistic Department)

Nitol motors LTD ,Mohakhali,Dhaka

* Internal Audit,Ensures & preparing document, executive relevant reports and background papers and any review, and the consideration of final investigation reports and hearings, and to inform the Accounts and Governance Committee.

# EDUCATION

Master of Business Administration,MBA

**Eastern University,2016**

Major in Finance CGPA 3.00 Out of 4

## Bachelor of Business Administration,BBA Eastern University,2015

Major in Finance CGPA 3.00 Out of 4

## Higher Secondary School Certificate,HSC Siddeswari Girl’s College,2010

From Science Group CGPA 3.50 Out of 5

## Secondary School Certificate,SSC

**Agargoan Taltola Gov’t High School,2008**

From Science Group CGPA 4.56 Out of 5

# SKILLS

 



# VOLUNTEER EXPERIENCE

**Bangladesh labour act 2006 & rules 2015 with 2018 amendment** khandokar T Ahmed

Labour rights and the rules governing a particular legal relationship,the laws of contract, tort, or property, the elements such as employment, remuneration, conditions of work, trade unions, and industrial relations.

## Market research,development & analysis

**Nelson Bangladesh LTD**

Competive market ,Band development, Consumer behaviour and prefrence

,Evaluation of alternative. **Business Communication Skills. British Council,Bangladesh**

Interpersonal relation creating,Instant problem solving, assertiveness ,Maintaining regular communication among all parties related to carrier.

# Area of Expertise:

* Business Development &Project Management
* Finance and Account,
* General Banking,Risk Assessment
* Customer support/Client service,
* Presentation proficiency, Administration.

# Achievement:

* Successful participation and award winning as a young entrepreneur in a day long program "Entrepreneurship Fair 2014" organized by Eastern University Business & Social Entrepreneurship Club(BSEC).
* Champion Eastern University Inter University Debate Championship,2011.
* Best employment certificate from a short term project organized by Bashundhara Paper Mills ltd.2014.

# Computer Efficiency:

* Microsoft office (MSW, SPSS, Excel, Power Point,outlook),
* Certified in Cyber Security specialist,(Eathical Hacking)
* Email & Social media communication ,Content writing,
* Data analysis & Visualization, Internet Browsing & blogging.

# Language:

* Fluent in Speaking, Listening and Writing
* both in Bengali and English.

# Personal Information:

**Extra-Curricular Activities:**

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| --- | --- |
| Father's Name | : Munshi Abul Hashem |
| Mother's Name | : Kamrun Naher |
| Date of Birth | : January 30, 1993 |
| Gender | : Female |
| Nationality | : Bangladeshi |
| National Id No. | : 689 740 3793 |
| Religion | : Muslim |
| Permanent Address | :Gopinathpur,P.O:Laxipasha.Lohagara,Narail |
| Current Location | : Dhaka |

* Moderator and Executive member of Youth Career Institute & Eastern University Career Club,
* Admin at JOY Tourism, Associate with Eastern University Earth Care Club,Business and Social Entrepreneurship Club,
* Member at Law Associtation of Bangladesh(LAB), Travel stories,
* Contribuator at Wikipedia & web portal.

# Area of Interest:

* Learning new technology & global trends.
* Community Involvement/Volunteer Work.
* Travelling root & adventures spot
* Painting and Photography focused reality.
* Collecting rare antiques and unique goods.
* Listening Classic ,Folk,and modern music.
* Internet browsing and staying update.
* Recycling used material in creative way.

# Reference:

Shikh nazmul alam

DIG( Deputy Inspector genarl ). CID Head quarter. Malibag,dhaka1217.

Phone:01511507050

Syed nurul huda.

Deputy commissioner of taxes. circle#211(companies) Taxes zone #ten. 40, shegunbagicha.dhaka1217.

Phone:02-8391195.