

Maha Murshed

📍 Bashundhara R/A, 1229 Dhaka, Bangladesh

✉ maha.murshed4@gmail.com

☎ +88 01830580928

📅 30.08.2001

in [LinkedIn profile](#)



Profile

A determined student with effective communication skills wanting to leverage my abilities and enhance my professional and technical skills in a dynamic and stable workplace. Hard-working, proactive individual with communication skills and the ability to learn new concepts fast.

Education

2020 – Onwards

Dhaka, Bangladesh **Bachelor of Science**, Independent University Bangladesh
Major- Computer Science Engineering
Minor- Media and Communication
CGPA- 3.78

06/2019 **A Level**, Bangladesh International School (English Section)
Jeddah, Saudi Arabia GPA- 3.6

06/2017 **IGCSE**, Bangladesh International School (English Section)
Jeddah, Saudi Arabia GPA- 4.9

Professional Experience

05/2023 – Present

Mentee at platform SHE 4.0 in Grameenphone Ltd.

01/2022 – Present

Student on duty (SoD)

Financial Aid & Admission Office, IUB

Advising students and families on educational opportunities and sharing information for admission requirements, policies and procedures, transfer of credit, and financial assistance, as requested. Handling complex queries during course registration and forwarding them to appropriate departments for solutions. Working as a team in organizing the center for admission tests and managing student seat plans. Assisting during the scholarship procedure of different categories of students.

07/2021 – 11/2021

Internship at Ace360 Digital as

Inputting text-based and numerical information from source data into company databases within limited time frames. Preparing source data by compiling, verifying accuracy, and sorting information.

Awards
2022
2021

Basketball Runners Up at Bangabandhu
Inter-University Sports Championship
Dean's List

Achievement

[ADA Lovelace National Girls Programming Contest 2022](#)

Enrichment Activities

2021-Onwards

Head of Media & Promotions, IUB E-Business Club

Planned 30 days of month-long content each differing from one other. Writing different content for different types of posts by identifying the target audience. Partnered with a coffee brand ' S.I.P ' on International Coffee Day and executed a promotional coffee shoot. Managing communications from the Facebook page and tracking the post's insights to build better content. Worked on creatives and content for a recent event called, "Pepsi Turf" that was hosted by the E-Business club.

2019-Onwards

Active Debater, IUB Debate Club

Analyzed the probable outcome of the team's argument using knowledge of the debate topic and creatively formulated debate techniques. Planned objections and replied to oppositions. Showcased team player skills by looking at a matter from a team member's perspective and presenting evidence to support them.

2020-Onwards

Active Basketball Player, IUB Basketball Club

Playing guard on the women's basketball team and is very attentive during practice and meetings. Implemented substantial ball-handling skills and the ability to facilitate the team during a play. Being a strong vocal leader, hard worker, and supportive teammate in complex situations.

Hard Skills

- MS Word, MS Excel, MS PowerPoint MS Access
- C++ Programming
- Basic Python Language
- Web Development
- Canva graphic design

Soft Skills

- Creative
- Self-Motivated
- Organized
- Planning & Organizing
- Good interpersonal and time management
- Emotional Intelligence

References

Mr. Mohammad Yousuf Tutul

First Vice President, Unit Head Mid-Segment Enterprises

Bank Asia Ltd
[md.yousuf@bankasia-bd.co](mailto:md.yousuf@bankasia-bd.com)
[m](#)
+8801914225356

Prof. Yusuf Mahbubul Islam
Professor and Dean of the School of Engineering, Technology & Sciences
Independent University, Bangladesh
ymislam@iub.edu.bd
+880 1711-876909