O

*Objectives*

To do a job in a dynamic, potential and positive environment where I can explore my creativity and show sincerity and perseverance to embrace success.

*Most Rokeya Akter Basuri*

An active member of the Independent HR Society

General Member of Independents Marketer’s Association.

General Member of the Global Gatekeepers.

General members of IUB Debate Club.

Student On Duty- worked as SOD at IUB library for the summer’22 semester and maintained the rush and communicated with the students.

Volunteer- Volunteering in IUB SBE Alumni Fest’23, the CBoBS event in IUB from the club Global Gatekeepers, Volunteering and creative member in SETS fest organized by the School of SETS, IUB.

*Membership and Affiliations*

*Work History*

Mother tongue- Bangla

Interpersonal- Clear written and verbal communication, Strong leadership for a staff team of 10+

Organizational- Scheduling, calendar management and multitasking.

Language skills- English, French (Elementary).

Job-related skills- Business administration and documentation control.

Soft skills- Microsoft Word, Excel, PowerPoint, Python (Basic), 33wpm typing speed.

*Skills*

* Reading books (Especially tragedy, mythology, thriller)
* Watching Movies
* Collecting Books

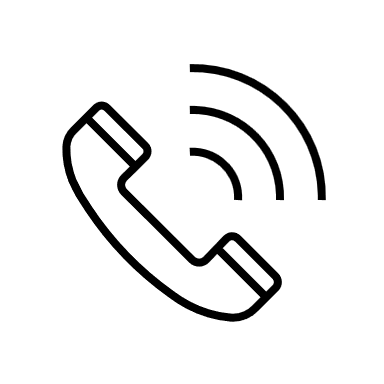
*Education*

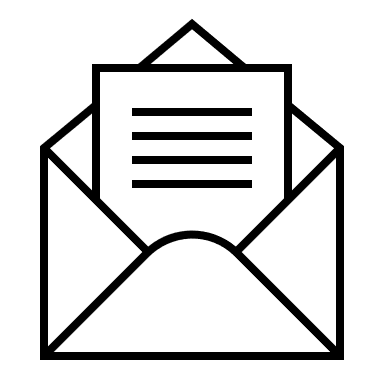
Bachelor of Business Administration (Finance), 6th semester.

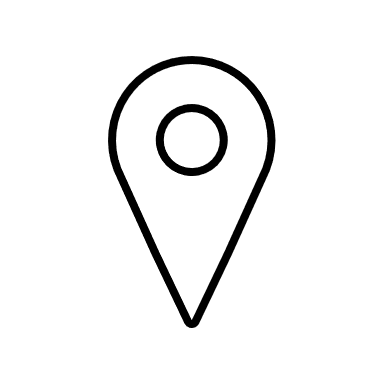
CGPA- 3.69

Independent University Bangladesh (IUB)

*Hobbies*

 01784644277

 Rokeyabasuri0@gmail.com

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