

NUZHAT SUBRIN BINTY

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Rasulbag R/A, block-C, house no 294

West Bakolia, Chawkbazar, Chattogram

Cell: +8801676884956



CAREER OBJECTIVE

To serve in a responsible administrative position at a well-structured company and successfully apply acquired skills enhancing organizational efficiencies

EDUCATION

University of Dhaka, Bangladesh

MBA (Evening), January 2019

Concentration on **Marketing**

CGPA 3.84/4.0

International Islamic University Chittagong, (IIUC) Chittagong, Bangladesh

Bachelor of Business Administration, October 2016

Concentration on **Marketing**

CGPA 3.85/4.0

Higher Secondary Certificate Examination, (HSC), Bangladesh

College: Govt. Hazi Mohammad Mohsin College, Year of 2011

Board: Chittagong Education Board

Concentration on **Business Studies**

CGPA 5.00/5.00

Secondary School Certificate Examination, (SSC), Bangladesh

School: Dr. Khastagir Govt. Girls High School, Year of 2009

Board: Chittagong Education Board

Concentration on **Business Studies**

CGPA 5.00/5.00

PROFESSIONAL SCHEME

Language:

Bangladeshi native proficient in both conversational and writing English

IT:

- Adept and experienced in **computer office application**
- Acquired **Diploma in Graphics design & multimedia** under **Chittagong city corporation**
- passed the national skill standard basis course on graphics design and multimedia programming from **Bangladesh Technical Education Board**

Academic and Others:

- Accomplished Business management course from Women's Environment & Development Organization(WEDO)
- Worked as a rapporteur for **PPA training and case simulation** program of **CBISP, power division** held in **BIAM** foundation in 2017
- **Publication secretary** of youth marketing club, IIUC (2015 to March,2016)
- Organized a workshop on **"Model United Nations"** at IIUC Female academic building, Chittagong
- worked and managed publication sector in a program **"Branding in The New Era"** organized by Youth Marketing Club, IIUC
- Easeful with presentations and public speaking
- Good team player, goal oriented, hardworking ability and like to take and meet challenge
- Educational and living experience in a multicultural environment

JOB EXPERIENCES

Organization: Intertek Bangladesh, Chattogram

Position: Business Development Officer, Sales & Business Development Dept.

Duration: From May 9, 2019 to February 28, 2020

Job Responsibilities:

- Promote business and build relationship with clients (Merchandisers) to develop existing and new vendors in textile industries.
- Analyze Sales data and make weekly report for sales revenue, visit and action plan.
- Market visit on daily basis finding opportunity and generate lead for nominated buyer.
- Work closely with lab and other department to ensure higher quality assured service.
- Making roster, over time allocation for Chittagong "I-Collect" team

INTERNSHIP EXPERIENCES

1) Organization: Akij Food & Beverage Ltd. at Akij House, Head office,Dhaka

Duration: From October 10, 2018 to January 10, 2019

Activities:

- Analysis of building brand equity of carbonated soft drinks- MOJO through promotional campaign
- Facilitating MOJO's work order, Standard Operating Procedure and Gantt chart of MOJO Pitha Uthsob Campaign, Making sponsorship proposal, analyzing Facebook review datasheet under the guidance of Brand Department.
- Market visit Under Senior Brand Executive of MOJO.

2) Organization: Well Foods Ltd. at corporate office Chittagong

Duration: From March 01, 2016 to May 31, 2016

Activities:

- Analysis of Well Food's PLC for bakery, SWOT, 5s, Relationship Marketing and promotional activities for report purpose
- Worked as a sales promoter for their new brand 'Well stick noodles' for one month

AWARDS & ACHIEVEMENTS

- Got “**I Appreciate**” Award as **Outstanding Individual Contributor, Softline** for **Q3,2019** at Intertek Bangladesh
- Grand champion and best presenter of **Hunting Creativity Contest 2014** of youth marketing club, IIUC
- 2nd runner up of **Social Business Inno-vision Contest Chittagong,2014**
- 2nd runner up of **Business Plan Contest 2014** of business club, IIUC

VOLUNTEER & EXTRA ACTIVITIES

- Participant of “**Career Summit-2014**” arranged by **jobmarketbd.com**.
- Delegate of Philippines at **Chittagong University Model United Nations 2015**
- Worked for **JAGGO** in children's day for “**invest in education**” in 2014
- participant of “**Exploring Leadership with Ejaj Ahmad**” organized by **BYLC Graduate Network**
- Participant of “**Youth Ministerial on Budget Democracy**” conducted by **UNYSAB**
- Participant of “**Learning the Art of Diplomacy**” driven by **AUW Model United Nations**
- Participant of “**Corpo-Route Key**” led by **Youth Voice of Bangladesh (YVB)**

PERSONAL DETAILS

- Father's name : A. S. M. Yakub
- Mother's name : Meherun Nahar Lucy
- Permanent address : Rasulbag R/A,block-C,house no 294, West Bakolia, Chawkbazar, Chattogram
- Date of birth : 31st July ,1994
- Religion : Islam
- Marital status : Unmarried
- Nationality : Bangladeshi (By birth)
- National ID no : 8653726151

REFERENCES

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