

Résumé

of

Arifa Hossain Lopa



Present Address: House: 39, 2th -floor, Flat-A (right side), Road-1/A, Block-F, Shahjalal Upasahar, Sylhet-3100

Permanent Address: "Pantho Nibas" Udayan-65 R/A, Bilpar Sunamgonj-3000

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Career Objective

I am looking forward to be a part of quality management of a good organization and to grow up with the winning team committing myself to confer my best and doing the thing what is for the greater integrity of the organization.

Education

Masters in Business Administration (MBA)

Passed in 2013 with GPA 3.21 out of 4.0, MBA in Finance from Southeast University | Spring 2013

MSc in Geography & Environment

Passed with a 1st Class from National University | 2009

BSc (Hons.) in Geography & Environment

Passed with a 2nd Class from National University | 2008

Higher Secondary Certificate (HSC)

Passed in 2004 with GPA 3.10 out of 5.0 | Science | BAF Shaheen College Kurmitola | Dhaka

Secondary School Certificate (SSC)

Passed in 2002 with GPA 4.0 out of 5.0 | Science | BAF Shaheen College Kurmitola | Dhaka

Work Experience

HR and Admin Officer | Ascetic Developers | From 1st January 2017 to 31st December 2017.

(4th Floor, House-647, Road-10, Mirpur DOHS, Mirpur, Dhaka, Bangladesh. Web: www.asceticdevelopers.org)

Responsibility:

- Monitor status of clients work, i.e., be responsible for ensuring that assigned work done in timely basis related with HR and Admin work.
- Maintain partially project www.a2zseba.com work as according to ascetic Developers part.
- Maintain official client billing files and keep filing current
- Process all the office bills and maintain spreadsheet and files according to project work
- Work directly with Ascetic project related key persons.
- Responsible for weekly and monthly work report.
- Communicate with client over phone to special cases.

Responsibility:

- Monitor status of billing, i.e., be responsible for ensuring that assigned billing attorneys turn billing in on a timely basis.
- Maintain official client billing files and keep filing current
- Process all invoices and maintain spreadsheet and files
- Work directly with main office to process and bill invoices
- Responsible for daily deposits



Research Experience

1. Master of business administration (MBA): Inter ship “ **Billing status check, monitoring and report submission of Link3 Technologies Ltd**”

Supervisor: Md. Musharaf Hossain Mollah

Assistant professor of Marketing & Coordinator (MBA) Friday Program
School of Business Studies
Southeast University.

2. M. Sc Project Work on “**Find Out the Occupational status of Slum People in an Urban Area; Manikdee, Dhaka**”.

Responsibility: I created quantitative data collection and Household Observational guide lines for my M.Sc educational research work; for that I conducted a one day field work in a slum (Manikdee, Dhaka) to collect 20 households Occupational related data from one of their family members and Observe their Houses and analysis myself to understand their occupational status.

Supervisor: Mahbuba Iqbal

Assistant Professor
Geography & Environment
Eden Mahila College, Dhaka

3. B.Sc Project Work: “**Conduct a survey on socio economic status on a Costal area peoples life**”

Responsibility: I created quantitative data collection and Household Observational guide lines for my B.Sc educational research work; for that I conducted a one day field work in a Costal area (Sentmartin) to collect 25 households socio economy related data from selected family and Observe their Houses and analysis myself to understand their **socio economic** status.

Supervisor: Siddikur Rahman

Assistant Professor
Geography & Environment
Eden Mahila College, Dhaka

Land Use: **land use of Costal area (Sant Martin; Purbo para).**

Methodology

Social Mapping
Observation

4. 3rd Year Final Project work: “**Conduct a Study to Understand the Costal area’s child labour status ; Cox’s Bazar**”

Responsibility: I created quantitative data collection guide line to conduct a one day field work to understand the coastal area’s child labour economical status as my B.Sc (3rd Year) educational research work and analysis myself to write the research paper.

Supervisor: Enamul Haque
Assistant Professor
Geography & Environment
Eden Mahila College, Dhaka

Other Skills

Skilled in MS Word, MS Excel, MS Power Point, MS Outlook, MS Access.

Skilled in all forms of English Language & spoken Hindi Language.

Job Preference

Preferred Job Location: Anywhere in Bangladesh

• Personal Information

Date of Birth: 21st April, 1987

Nationality: Bangladeshi by birth.

Marital Status: Married.

Father's Name: late Md. Belayet Hossain

Occupation: WO of Bangladesh Air Force (Rtd.)

Mother's Name: Farida Hossain

Occupation: House Maker

Key Competencies: Good communication skills and business developer with leadership abilities. Determination, uncompromising principals, strict and strong commitments make me confident. Capable to work in cooperation with groups & individuals within government & civil society.

References

Halima Akhter

Assistant Professor | Department of Anthropology | Shahjalal University of Science and Technology | Sylhet-3100 | Cell: +8801919 544799

Nilufar Hossain

Senior Executive Officer | Jamuna Bank Limited | Uttara Branch, Giant Business Tower, Level-1, Plot - 3 & 3A Mymensing Road, Sector#03, Dhaka-1230 | Cell: +8801673 903 631