

RESUME OF Nuzhat Najia



Mailing Address

Flat-3A, SEL-Proshanti, 147/1, East Razabazar, Farmgate, Dhaka
E-mail: nuzhat.alliant@gmail.com

Academic qualifications

Bachelors in Business Administration

Institution : University of Asia Pacific, Dhaka
CGPA : 3.98
Major : Marketing
Minor : Human Resource Management
Session : 2015-2019

Higher Secondary Certificate (HSC)

Group : Business Studies
Institution : Holy Cross College
Board : Dhaka
GPA : 5.00
Year : 2014

Secondary School Certificate (SSC)

Group : Business Studies
Institution : Holy Cross girls' High School
GPA : 5.00
Board : Dhaka
Year : 2012

Current Job Experience

Business Development Executive
ALLIANT Ltd.

Parents

Father's Name : Md. Nasim Ul Gani
Father's Occupation : Businessman
Mother's Name : Prof. Dr. Ummay Asma
Mother's Occupation : Training Specialist (NAEM)
Education Ministry

Siblings

Brother's Name : Adnan Shahriar
Former Lecturer of Sonargaon University
Occupation : Studying Masters in University of Stuttgart,
Germany

Personal Details

Permanent Address : Village: Tarpurchandi, District: Chandpur
Date of Birth : 12th February, 1997
Nationality : Bangladeshi
Religion : Islam - Sunni
Sex : Female
Marital Status : Unmarried
Blood Group : "AB" Positive
Height : 5 feet 3 inch
Phone No: 01305640386

Interest & Hobby

- Dancing
- Traveling
- Book Reading

CO-CURRICULAR ACTIVITIES

Position title: President

Club: Ingenious Marketing club

Duration: 2 year

Position title: General Secretary

Club: Ingenious Marketing club

Duration: 1 year

Position title: Treasurer
Club: Ingenious Marketing club
Duration: 1 Year

Position title: Class Representative
Semester: 1-8
Duration: 4 year

Position title: Volunteer
Organization: Mastul Foundation
Duration: 1 year

- Speech giver on behalf of the students of University of Asia Pacific on the Ekushey Padak Reception Ceremony of Honorable National Professor Dr. Jamilur Reza Choudhury
- Organizer and MC (Master of Ceremony) of DBA Fest- 2019
- Organizer of DBA Iftar-2019
- MC in MBA Orientation Program 2019
- MC in ADBLITZ Season 1,2 and 3
- MC in Brand Beast (Marketing Case Competition)
- MC in Seminar on Advertisement (2016-2019)
- MC in Seminar on Brand Building 2017

AWARDS, GRANTS AND HONORS

- Vice Chancellor's award in 2015 on academic result
- Vice Chancellor's award in 2016 on academic result
- Vice Chancellor's award in 2017 on academic result
- Vice Chancellor's award in 2018 on academic result
- Vice Chancellor's award in 2019 on academic result
- 1st runner up in marketing case competition 2018
- 1st Runner Up in Advertising Competition (ADBLITZ-3)

SKILLS

- Windows XP, Windows 7
- Microsoft Word, Microsoft Office, Microsoft PowerPoint

SPECIALIZATION

- Leadership
- Organizing Programs
- Creative works (Making crafts, cards etc.)
- Anchoring, acting.

TECHNICAL SKILL

- Proficient in reading, writing and speaking both in Bangla English and Hindi.
- Ability to produce reports and presentations of higher standard.
- Strong team working, communication and leadership skills.

Other Activities

- Participated in ad making competition on 2017
- Participated in Ad making competition on 2018
- Attended Seminar on Service Quality Management on 2018

References

Name: Ruhi Rahman

Position Title: Additional secretary (Admin and Finance)

Organization: Ministry of Home Affairs

Phone: 01711673548

Name: Hamida Begum

Position Title: Additional secretary

Organization: Ministry of Public Administration

Phone: 01552340390

Name: Professor Mohammed Tareque Aziz, Ph.D

Position Title: Head of Department of Business Administration.

Organization: University of Asia Pacific

Phone: +880-2-9128716, 58157091-4, Ext-470

E-mail: headba@uap-bd.edu

Declaration

I do solemnly affirm that, the information contained herein is correct to the best of my knowledge and belief.

Neha Nijja