

FAHMIDA OSMAN DIA

Mobile No: +8801688073014

E-mail: Fahmidaosmandia@gmail.com

LinkedIn: www.linkedin.com/in/fahmida-osman-dia-b97a0513b/

Facebook: www.facebook.com/Fahmidaosmandia

Skype: live: fahmidaosmandia_1

Mailing Address: Road-37, Block-C, House-18,
Shahajalal Uposhahar, Sylhet, 3100



Career Objective:

To be obtaining a position in a professional office environment where my skills are valued and can benefit the organization. Ideally, I have a focus on sales and marketing for a growing my career, I have sales experience, positive interaction skills, leadership skills, and industry contacts to improve sales results.

Highlights of Work Overview:

- Visiting the corporate office and Corporate Marketing with vendor retention.
- Monitored implementation of sales strategies and assisted in achieving revenue and targets regularly.
- Analyze local market trends and competitive actions to develop strategic plans to grow sales volume and acquiring vendors.

Working Experiences:

Marketing executive, Operation

Shaprima (A concern of Sha Global Ltd.) January 2019 to Present

- Achieving monthly target.
- Corporate Marketing with vendor retention.
- Maintain the company's corporate image.
- Liaison between the vendor and the company.
- Develop and maintain strong relationships with key business partners.
- Visit different institutions, meet the decision makers and convince them.
- Given proposals and attend vendor meetings and presentations if needed.
- Updating the management team basis ensuring clear development and targets being met.
- Developing core propositions and operation planning for expanding business leads.

Marketing Intern

Berger Paints Bangladesh Ltd. (Oct 2018 to Dec 2018)

- Observing market activity.
- Communicating with Dealers and Printers.
- Visiting all dealer points in division.
- Meetings with projects managers, civil engineers, and Architect.
- Developed a marketing plan.
- Designing specific research methods such as questionnaires.
- Planning, implementing, controlling, analyzing and reporting on the information gathered.
- Authoring reports containing actionable recommendations and presentations.

Extracurricular Activities:

- o Working in Youth Ending Hunger Bangladesh under active citizens – British Council as **Youth Leader**.
- o Worked in the Information Fair 2018 organized by Transparency International Bangladesh in the 2nd and 3rd January 2018 as **Public Relation**.
- o Worked in the Bengal Festival 2017 organized by Bengal Foundation, 22nd February to 3rd March as **press member** in media cell.
- o **Deputy Team Leader** at Transparency International Bangladesh
- o **Assistant Treasurer** at Sylhet Debate Federation
- o **Champion** of business case competition.
- o Arranged an Inter-university branding competition through Business Club at 5th December, 2017.
- o Attended more than 15 Seminars, Workshops, and Motivational & Educational events.

Training & Certificates Summary:

Training Title	Institute	Year	Duration
Online Diploma in Project Management	Institution of Business Management.	2018	1 month
Supply Chain Management	Bangladesh Supply Chain Management Society	2017	2 days
Gender discrimination, governance, and gender equity	Transparency International Bangladesh	2017	1 month

Computer Proficiency:

- Microsoft Office Application (Word, Excel, Power-point) 2007, 2010, 2016.
- Graphics (Adobe Photoshop), Stata-14 and SPSS

Language Proficiency:

- **Bengali:** Native Proficiency.
- **English:** Professional Working Proficiency

Academic Qualifications

Exam Title	Institute	Result	Pass. Year	Duration
Bachelor of Business Administration Major in Marketing	Metropolitan University, Sylhet	CGPA 3.10 out of 4	2018	4 years (12 Semesters)
HSC	Sylhet Govt. Collage	GPA:4.6 out of 5	2014	2 years
SSC	Bangladesh Bank School	GPA:4.31 out of 5	2012	2 years

Personal Details:

Date of Birth: 10.11.1996
 Blood Group: AB (+)
 Marital Status: Unmarried
 Religion: Muslim
 Nationality: Bangladeshi

Preferred Area:

Sylhet, Dhaka, Chittagong

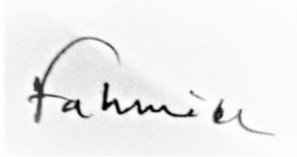
References:

Name : Md. Mohammad Jamal Uddin Designation : Associate Professor Organization: Metropolitan University, Sylhet Mobile : +8801571733803 Relation : Academic	Name : Md. Emran Uddin Designation : Assistant professor Organization: Metropolitan University, Sylhet E-mail : emran@metrouni.edu.bd Mobile : +8801671870552 Relation : Academic
--	---

Declaration & Authenticity:

I do hereby declare that the information given above is true of my knowledge.

Sincerely Yours,

A handwritten signature in black ink, appearing to read "Fahmied", is written on a light gray rectangular background.