

FAYZA RUBAYAT

Address: 626. Kamal Khan Road, Ibrahimpur,
Dhaka Cantonment -1206, Bangladesh
E-mail: fayzarubayat@yahoo.com
Contact no. : +8801758875697



LinkedIn: www.linkedin.com/in/fayza-rubayat-30058a95/
Facebook: www.facebook.com/rubayatfayza
Twitter: www.twitter.com/RubayatFayza

Career Objective

To build up career in an organization that offers a stable and positive atmosphere and inspires to enhance abilities and skills. Also gives the scope and opportunity to know more about technologies and information so that I can utilize my potentiality, increase knowledge in the field of career, make a good position in corporate world and work enthusiastically to achieve goal of the organization with devotion and hard work.

Work Experience

Former intern (January 2016 – April 2016)	General Officer
Post: Business Development in Sales department SQUARE Pharmaceuticals Ltd	Post: Communication Department AIUB Business Club

Education & Achievements

MBA: Major in International Business, (Internship running)
University of Dhaka – Shahbag, Dhaka

BBA: Major in Finance & Accounting,(2016)
American International University- Bangladesh, Kuratoli, Dhaka 1229, Bangladesh

- Academic Achievement Award: **Cum Laude**
- CGPA: 3.80/4.00
- Scholarship: Received up to 70%
- Co-Curricular Activities Worked as an officer in communication department in university inter club “**AIUB Business Club**”.
- Volunteering: “**AIUB Job Fair**” -2014 and 2015.
- Competitions:
“**AIUB Future Marketing Planners- 2014**”
“**Accounting & Finance Poster Competition-2014**”

HSC: Business Studies, (2011)
Milestone College, Uttara ,Dhaka
GPA: 5.00/5.00

SSC: Business Studies, (2009)
Niaz Mohammad High School, Brahmanbaria, Chittagong
GPA: 4.75/5.00

Training & Seminars

- ☐ Training on Mastering Customer Service under Skills for Employment Investment Program (SEIP) by Bangladesh Association of Call Centre of Outsourcing (BACCO).
- ☐ Training on Speaking Fluency with the British Council Bangladesh (14 hours Course).
- Computer Training on Learn Your Desktop by APTECH Computer Solution in Operating System, MS Word, Excel, Power point, Access.
- Seminar on Career Planning directed by Golam Samdany Don.
- Seminar on General Concept of Foreign Exchange Department of Bank by Abdullah Momin, Al-Arafah Islami Bank.
- Seminar on Social Business by DR. Mohammad Yunus Sir, organized by Youth Summit.

Reports & Term Papers

- ☐ A formal report on “Promotional Activities of Sales Department in Square Pharmaceuticals Ltd”
- ☐ Term paper on “Corporate Governance” under the course named Financial Institutions and Markets.

Skills

Computer Literacy

- Operating System: Windows Seven, Eight, Ten
- Microsoft Office: MS Word, MS Excel, MS PowerPoint

- ☐ Communication skills in English, Bengali & Hindi

Traits

- # Honest, # Sincere in work, # Punctual,
- # Dedicated to work, # Leadership Skill,
- # Comparable with team work, # Presentation Skill

Interest

- Working with team
- Fast learning
- Excellent attention to detail
- Risk taking
- ☐ Leading
- ☐ Hobbies: Cycling, Crafting, Reading story books

Personal Information

Date of birth: July 07, 1994

Gender: Female

Father's Name: Dr. Rafiqul Bari

Mother's Name: Mrs. Fahmida Begum

Permanent Address: 96/D, Kalibari Road, Pathgudam, Mymensingh

Citizenship: Bangladeshi

Ethnic Background: Islam

Reference

Mohammad Faridul Alam

Assistant Professor; Department of Accounting
Faculty of Business Administration
American International University-Bangladesh
Banani, Dhaka – 1213, Bangladesh
Cell: 01819 29 31 79;
Phone: 8820865, 9890804, 9894641 Ext. 568
E-mail: mf.alam@aiub.edu

Dr. Md. Rafiqul Bari

(MBBS, DCH)
Deputy Chief Medical Officer and Child Health Specialist
Head Medical Department
Bangladesh Gas Fields Company Limited
Birashar, Brahmanbaria – 3400 Cell:
01711101676
E-mail: b.rafiqul@yahoo.com