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NAIMA JANNAT MOU



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Career Objective

To obtain a challenging position in an organization that will allow me to assist the company to achieve its corporate mission by using my theoretical knowledge and analytical ability. A highly organized and hard-working individual looking for a responsible position to gain practical experience. To make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.

Professional Experience

 **Nitol Motors Limited**

Company Location: 71, Mohakhali Commercial Area Dhaka-1212, Bangladesh
Senior Officer at Monitoring Division (13th May 2017- continuing)

Duties/Responsibilities:

- Work as a liaison between executive team and department managers in communicating employee expectations in light of new corporate initiatives.
- Develop training criteria based on metrics used to track employee progress and instruct employees on how they are being monitored in order to maintain transparency.
- Collect financial, production, and employee performance data on a weekly basis to be stored in enterprise data warehouse.
- Prepare and evaluate performance reports with executives to help track progress towards company goals.
- Worked with the managers of four departments to understand required information to evaluate productivity.

Special Qualifications

- Work well under pressure as part of a team
- Responsible, efficient and flexible
- Ability to work in a fast-paced, intense environment smoothly
- Ability to elicit confidence
- Committed to providing total quality work

Academic Background

- **Bachelor of Business Administration**
Major in Accounting and Finance
American International University-Bangladesh
Result: CGPA – 3.66 | Year of Passing: 2017
- **Higher Secondary Certificate (H.S.C)**
Milestone College
Result: GPA – 5.00 | Group: Commerce | Year of Passing: 2011
- **Secondary School Certificate (S.S.C)**
South Point School
Result: GPA - 4.94 | Group: Commerce | Year of Passing: 2009

Extra-Curricular Activities

- Worked as a volunteer on AIUB JOB Fair held on December 2014, Campus 1, and AIUB.
- Attended the International Seminar titled “Go for Knowledge” on April 18, 2015 organized by Bangladesh Brand Forum and the venue was GP House, Bashundhara R/A, Dhaka.
- Participated in “The Daily Star Strategy Master- 2016”. An initiative of The Daily Star and Bangladesh Brand Forum to connect the university students with corporate leaders.
- Participated in “AIUB Future Marketing Planners 2014” organized by the Department of Marketing, Faculty of Business Administration, AIUB.
- Participated in “AIUB business plan competition 2016” organized by AIUB Business Club.

Computer Skills

- MS Office. Word, Excel, Outlook, PowerPoint. OneNote, Access
- Google Drive. Docs, Sheets, Slides, Forms
- Spreadsheets. Excel, Google Drive, OpenOffice. Pivot tables, comparative analyses, link to database, macros, sensitivity tables, vertical lookups.
- Email. Mail merge, filters, folders, rules
- Writing. WordPress, research, MS Word, Google Sheets.

References

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