

Nujhat Tabassum

Bhuiyan Bari, Chattogram , nujhaatshaity@gmail.com, +8801879573836

5th March, 2025
Mashfequr Rahman
Manager of Human Resource
Berger Paints Bangladesh Ltd.
Uttara, Dhaka

Dear sir,

I am a first-year student, currently pursuing my B.Sc in Economics degree at East Delta University. I was thrilled to discover the internship opportunity in the Sales sector through the Synergy Internship Pathway at Berger Paints Bangladesh Limited. I am truly enthusiastic about applying for this internship position in such an eminent company, as it presents a great opportunity to build a strong foundation for my career goals.

As a passionate and motivated individual, I certainly believe that I will be an excellent fit for this internship role. My academic background in Economics has enabled me to develop strong analytical, communication, and problem-solving skills, which I am excited to utilize in the Sales sector. During my school and college life, I was a member of the ABBDC and Ispahani Public School and College Debating Club (IPSCDC). Moreover, I had the opportunity to volunteer with the Red Crescent Organization and worked as the head of the blood department. From these experiences, I gathered some crucial skills such as organization, leadership, time management, instant decision making and solving problems in different circumstances. Besides, I had the chance to communicate with different types of people and make a network. My knowledge in Microsoft Office tools, coupled with my adaptability and proactive approach, allows me to contribute effectively to team projects and strategic initiatives. Based on my experience, I am confident that I would be able to grow, and learn new things while working with the company.

I am particularly drawn to Berger Paints commitment to fostering innovation and talent, as well as its dedication to corporate social responsibility. Especially through the Rongona initiative, which empowers women in the painting industry and has earned SDG Brand Champion Awards. The opportunity to learn from such a visionary company excites me, and i look forward to the possibility of contributing.

I am eagerly looking forward to your response to discuss how my skills align with your needs in greater detail.

Sincerely,
Nujhat Tabassum

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Educational Qualification

East Delta University

Oct, 2024-Present

B.Sc in Economics

- CGPA 3.70 out of 4.00
- Recipient of 33% BoT Grant scholarship on merit
- Expected date of graduation 2028

Mar, 2022-Aug, 2023

Ispahani Public School and College

Higher Secondary Certificate in Business Studies

- GPA 0.00 out of 5.00

Agrabad Balika Bidyalay

Jan, 2019-Nov, 2021

Secondary School Certificate in Business Studies

- GPA 0.00 out of 5.00

WORK EXPERIENCE

HOME TUTOR

November, 2023-Present

- Provided tutoring to students of grade 9 and 10 Business Studies background on group subjects, English, Bangla, and other academic areas, leading to satisfying results in the SSC exam.
- Designed personalized learning strategies to match each student's strengths and weaknesses, fostering a more effective and engaging learning experience.
- Created and delivered customized study materials, including notes and shortcut techniques.
- Conducted interactive study sessions and regular class tests to increase student engagement and improve academic outcomes.

RED CRESCENT YOUTH CHATTOGRAM

Oct,2022-July,2023

Head of Blood Department of Ispahani Public School and College Unit

- Managed the budget for the Blood Donation team, overseeing the allocation of funds and ensuring proper distribution among team members.
- Coordinated with local hospitals and health organizations to confirm financial resources were accurately used to simplify blood donation drives and awareness campaigns.
- As the head of a blood department, responsible for tracking and managing financial resources to support blood donation initiatives and community circulation.

EXTRACURRICULAR ACTIVITIES

- Actively contributed as a member of a 25-person social service team for three consecutive years, organizing and distributing clothes, food, and study essentials to underprivileged communities.
- Participant of one intra-group debate competition and one inter-school debate competition during high school, that took place in BTV.
- Competitor in cultural programs in school and college, as a singer in front of a live audience.
- Female vocalist, Songwriter and the Manager at alternative rock band Kheaa.

ADDITIONAL SKILLS

Language Skills: Bangla (Native), English (Proficient), Hindi (Conversational)

Computer Skills: Basic knowledge of Microsoft Office, and Basic knowledge of Graphics Design.

Hobbies/Interests: Music, Cooking, Writing, and Reading.

REFERENCES

Zilan Mohammad Noor

Enterprise Relationship Manager
Corporate Business
Robi Axiata Ltd.
zilannik666@gmail.com

Faria S. Subha

Lecturer,
Access Academy, SoB
East Delta University
01234-567890
faria.s@eastdelta.edu.bd