

Sayra Bano Muskan

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Career Objective

To work as a professional, wise, and innovative I will pursue a long-term successful career in a dynamic and professional environment at any organization through my aptitude, hard work, dedication, and determination.

Academic Certification

Name of Exam : **Bachelor of Business Administration (MBA)**
Institute : Eastern University
Major : Human Resource Management (HRM)
Passing Year : Running

Name of Exam : **Bachelor of Business Administration (BBA)**
Institute : Eastern University
Major : Marketing
CGPA : **3.48** (Out of 4.00)
Board : Eastern University (BD)
Passing Year : 2022

Name of Exam : **Higher Secondary Certificate (HSC)**
Institute : Udayan Higher Secondary School & College
Subject : Business Studies
GPA : **3.58** (Out of 5.00)
Board : Dhaka
Passing Year : 2018

Name of Exam : **Secondary School Certificate (SSC)**
Institute : Ahmed Bawany Academy School & College
Subject : Business Studies
GPA : **3.85** (Out of 5.00)
Board : Dhaka
Passing Year : 2016

Work Experience

Internship

(Southeast Bank Limited), (August 01, 2022 – November 30, 2022)

Key Responsibilities:

- Providing Account opening related information to the Customers
- Account Opening

- Receiving PINs, and Checkbook and providing them to the customers
- Customer service and receiving calls
- Filling out incomplete Forms and KYC
- Writing Check books and Paying orders
- **Intern, HR & Admin at Vacancy Announcement in BD(Jan 10,2023 - April 30,2023)**
 - Writing CV
 - Update linkedin, BD Jobs profile
 - Arranging job ads, write them and post social platforms in job vacancy groups like(facebook, linkedin,Instagram)
 - Update daily work in MS Excel
 - Making routine for excel classes and update
- **Moderator**
Emily's Beauty Co. (June 2023 – October 2025)
Key Responsibilities:
 - Customer Handling
 - Sales generate
 - Order place and update, track it(sometimes)

Personal Information

Father's Name : Md. Salahuddin
Mother's Name : Salma Begum
Date of Birth : 30 October,1999
Religion : Islam
Nationality : Bangladeshi
National ID No. : 1505197879
Permanent Address: 83/C A Abul Hasnat Road,Satroja, Dhaka-1100

Computer & IT Skill

Applications

MS Word, MS Excel, MS PowerPoint, MS Access

Internet & Others

Internet Browsing, Familiar with internet application

Language Proficiency

Fluent Speaking, Writing, Reading and Understanding Abilities in Bengali and English

Certificates Achieved

- Pre-Intermediate English Course Certificates, Institute of Modern Languages, Dhaka University
- Job Rise Course Certificates, Wadhwani Foundation through Eastern University
- Membership Certificates, Business and Social Entrepreneurship Club (BSEC), Eastern University
- Digital marketing at Gen Tech-IT Bangladesh (running)

Project & Research

- Rural Based Marketing plan on Rongin (new brand) Detergent powder. 2022
- Research paper on Social Media usage effects on Influencers. 2022

Reference

Mr. Syed Habib Anwar Pasha
 Chairperson and Associate Professor

Eastern University, Bangladesh

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E-mail: pasha@easternuni.edu.bd

Abu Jafar

Founder

Vacancy Announcement

Dhaka, Bangladesh

Contact: +8801717815767

Email: jafarsumon@gmail.com

Relation: Professional Assistant Professor

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Signature