

**Mardia Mustafa Chowdhury**

**Address:**

House# 14/19, Road# Tajmohal Road,

Mohammadpur, Dhaka-1207.

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**OBJECTIVE**

* Articulate the importance of marketing by illustrating how theorganizations will benefit.
* Assist the board and staff commitment by highlighting goals that encourage teamwork.
* Offer benchmarks to measure progress, helping determine future marketing efforts.

**EXPERIENCE**

* Officer – HR, Admin & Logistic officer at Marico Bangladesh Ltd. Under Market Express Ltd. Trade Marketing From last December 01, 2013 to now on.

**Purpose Statement:**

To assume the responsibility of assisting; coordinating, communicating & strengthening the activities related to Field Force recruitment, sales performance report preparation and personal file maintenance of the Field Force and take care of the administrative activities like attendance, leaves as well as MIS administration.

**Working Relationship:**

Maintain a healthy working relation with both Key Account Manager, Central Coordinator as well as with the MBL (Marico Bangladesh Ltd.) Management Team.

* Intern – Worked with Nokia (Microsoft) as intern under Market Express ltd. Trade Marketing from September 07, 2014 to November 30, 2013.

**EDUCATION**

**Regular Masters of Business Administration (MBA)**

American International University- Bangladesh (AIUB)

Major in- Marketing

Current CGPA- Appear

Year 2015-2016

**Bachelors of Business Administration (BBA)**

American International University- Bangladesh (AIUB)

Major in- Human Resource Management

Completed Credit- 105

Current CGPA- 3.11

Year 2013

**Higher Secondary Certificate (H.S.C)**

College: Mohammadpur preparatory higher secondary girl’s school and college.

Board: Dhaka

Group: Commerce

Result: 4.01

Year: 2009

**Secondary School Certificate (S.S.C)**

School: Mohammudpur Girl’s High School

Board: Dhaka

Group: Science

G.P.A- 3.55

Year 2007

**PERSONAL INFORMATION:**

Father’s Name : Golam Mustafa Chowdhury

Mother’s Name : Meherunnessa Chowdhury

Permanent Address : 14/19, Tajmohal Road, Block-C, Mohammudpur Dhaka- 1207

Blood Group : A+

Contact No. : 01913951988

Date of Birth : 12th July, 1991

Marital Status : Single

Religion : Islam (Sunni)

Nationality : Bangladeshi (By Birth)

**SKILLS**

* Mastery of Microsoft Office programs (Word, Excel, PowerPoint); Adobe (InDesign, Photoshop)
* Ability to work with several operating systems, including Windows, Mac OSX and Linux.
* Having skill of browsing, retrieving information, surfing, blogging, e-mailing and so on by internet.
* Excellent communication and analytical skill in both English and Bengali.
* Excellent presentation skill of news and program presentation.

**EXTRA CURRICULAR**

* Had participated at AIUB indoor games in 2011
* Worked as a Volunteer at AIUB indoor games in 2012
* HR Society (AIUB)
* Marketing Society
* Photography from AIUB Photography Club
* Worked as a Symphony brand promoter 2013
* Worked as a volunteer at Jaago Foundation from 2009-2013
* Was a member of The Duke of Edinburgh's Award Foundation 2012

**PERSONAL STRENGTHS:**

1. Punctual, reliable and hard working individual with ability to work in diverse team environment and independently.
2. Excellent verbal/written communication skills & effective team player.
3. Strong time/task management skills, Capable of multitasking.
4. Problem solver with high social skills.
5. Able to maintain composure and professionalism under pressure.

**REFERENCE**

* **Shahriar Rakib hasan Khan**

Barrister-At-Law

Supreme Court of Bangladesh.

Faculty of American International University of Bangladesh

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E-mail: [rakib83@hotmail.com](mailto:rakib83@hotmail.com)

* **Md. Ashraf Ali Khan Khasru**

Member of Parliament

158, Netrakona-2

Bangladesh Parliament

Contact number: 01711865142