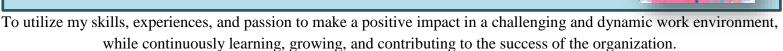# ASRAFUN NASA ANAMIKA

116/A DOM-INNO PIOGGIA DIT ROAD MALIBAG, DHAKA-1217

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Mobile: +8801686887111

To utilize my skills, experiences, and passion to make a positive impact in a challenging and dynamic work environment, while continuously learning, growing, and contributing to the success of the organization.

Career Highlights

Business Accelerate BD Ltd.
Business Analyst & Project Manager (Oct'2021 to Present)

Responsibilities:

➢Deal with all FinTech projects.

➢Project Planning and Scheduling

➢Deal with clients and co-ordinate with the developer.

➢Software Requirement Specification (SRS) writing

➢Regular Client visit

➢Weekly team meeting lead

➢Project wise JSON file create

➢Functional testing of software module

Projects:

➢ Asset Operations Workflow (AWF) of City Bank.

➢ Integration between Digital Onboarding System (DOB) to LWF of City bank.

➢ Developing the Remittance-New process in Liability Workflow (LWF) of City Bank.

➢Integration with BIDA to LWF (City Bank)

➢Integration with CityPay to LWF (City Bank)

➢Fixed Asset management and Purchase Requisition of Shimanto Bank

➢Meghna Service 360 Project of Meghna Bank Limited

Global ComTechnology
Digital Marketing Executive (Oct'2020 to May'2021)

Responsibilities:

➢ Oversees day-to-day website operation, including Writing.

➢ Editing & Proofing content & updating sites.

➢ Handling Several Social Media Sites.

➢ Import and Purchasing Product from International Ecommerce like AliExpress, eBay.

Internship

Robi Axiata Limited (Technology Division)
Intern (May'2018- August'2018)

Responsibilities:

➢ Deal with the terminal & non-terminal issues of the network.

➢ Prepare the SLA report using Excel macro.

N.B: I hereby declare that all information given herewith is accurate and up-to-date.

Highlighted Achievements:

★ [In Time Delivery]: City Bank-City Pay Malaysia.

★ [Go Live]: City Bank AWF project.

Other Activities:

✓ Senior member at AIUB business club (ABC)

✓ Volunteer for MIS Day, BIZ Tech Day, AIUB Job Fair & AIUB Convocation Program

✓ Achieved the third position in the Poster Competition of the course Global Trade

✓ Participate in 6th Youth Mock Parliament on "Draft Food Security Act 2016".

Technical Knowledge

➢ API Testing by Postman

➢ Develop Website with WordPress

➢ Power BI & MS Office

➢ MS Visio, Figma, Lucid Chart,

➢ Balsamic

➢ ERP, CRM, Oracle, SQL

Academic Background

Master's in Business Administration
Organization Strategy & Leadership (OSL)
University of Dhaka

Bachelor in Business Administration
Management of Information Systems (MIS)
CGPA: (3.67 out of 4)
American International University-Bangladesh (AIUB)

Higher Secondary Certificate (HSC)
Science (4.00 out of 5)
Bangladesh Ideal College, Dhaka

Secondary School Certificate (SSC)
Science (4.38 out of 5)
K.P.B School & College, Dhaka