

NAHID FATEMA PRIAM

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CAREER OBJECTIVE

To obtain a position as a lecturer where I can utilize my knowledge for foster quality education. With my great administrative and coordination skills, I would work to perform organizational tasks and duties. Guiding the students to encourage them to participate in constructive programs would be my aim as a teacher.

EXPERIENCE

National Credit and
Commerce Bank
Limited
(Banani Branch).

(September 15, 2019 – December 15, 2019)

Position: Intern.

Department: Consumer Credit.

Job Responsibility: Providing Help to Customer, answering phones, handling company inquiries, and sorting and distributing mail, file documentation, Voucher sorting, Distribute form to customer.

ACADEMIC QUALIFICATIONS

- ✚ **MBA, American International University-Bangladesh**
1st Major in HRM and Minor in Marketing
CGPA 3.97/4.0
Evening classes, Expect to complete in 2022
- ✚ **BBA, American International University-Bangladesh, 2020**
1st Major in HRM and 2nd Major in MIS
CGPA 3.73/4.0
- ✚ **HSC , Govt. Women's College, Chandpur, 2015**
Comilla Board, Science Group, GPA 4.17/5.0
- ✚ **SSC, Matripith Govt. Girl's High School, Chandpur, 2013**
Comilla Board, Science Group, GPA 5.0/5.0

CERTIFICATES AND VOLUNTEER WORK

- Certified in “The fundamental of digital marketing” exam taken by Google Digital Garage.
- Certified in English clinic course arranged by AIUB English Department.
- Participated in poster making competition arranged by AIUB in “HR TODAY & TOMORROW’S”.
- Participated as a volunteer for “Business week 2018” arranged by AIUB.
- Attend a workshop on “Graphics Design for Women in Engineering” organized by IEEE AIUB Student Branch.
- Attend a seminar on “CV Writing and Interview Technique” arranged by AIUB.

RESEARCH AND PROJECTS

- Conducted a research based on -Factors affecting employee satisfaction and retention rate (A study on NCC bank).
- Conducted a group research based on -Factors affecting students’ performance in business statistics.
- Prepared a business plan for -Biodegradable polythene.

KEY SKILLS

- Great interpersonal communication
- Ability to lead a team
- Knowledge about Labor law and other HR function
- Language skill (Bangla, English)
- Research and analytical skills
- Computer literacy (Able to operate MS Office Word, MS PowerPoint, MS Excel, MS Access and many other application software requires in daily life for using a PC).

REFERENCES

DR. MD. FARUQUE HOSSAIN

Professor

Faculty of Business Administration

American International University-Bangladesh

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DR. SHIBLI AHMED KHAN

Associate Professor

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