

PRITHILA KARIM

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To build a long-term career in any challenging job especially in Human Resources Management. To enhance my professional skills and implement my educational skills in dynamic workplace. To solve problem in creative and effective manner.

EXPERIENCE

DATES 17/04/2019– 17/07/2019

INTERNSHIP, UNITED COMMERCIAL BANK (UCB)

I have done my internship program for 3 months at customer care desk with responsibility of opening account, servicing customer and replying queries of customers in United Commercial Bank at Darus Salam Road Branch.

ACADEMIC

MASTERS OF BUSINESS ADMINISTRATION (ENROLLED)	American International University-Bangladesh Year: January,2020- April,2021 (Expected) CGPA: secured 3.63 out of 4.00 Major: Human Resources Management Board: University Grants Commission of Bangladesh
BACHELOR OF BUSINESS ADMINISTRATION	American International University-Bangladesh Passing year: August,2019 CGPA: secured 3.30 out of 4.00 Major: Human Resource Management Board: University Grants Commission of Bangladesh
HIGHER SECONDARY CERTIFICATE	Dhaka Commerce College Passing year: August,2015 CGPA: secured 3.92 out of 5.00 Group: Business Studies Board: Dhaka
SECONDARY SCHOOL CERTIFICATE	Monipur High School & College Passing Year: May,2013 CGPA: secured 4.06 out of 5.00 Group: Business Studies Board: Dhaka

ACTIVITIES

- Completed specialized course on “Recruiting, Hiring and Onboarding” offered by University of Minnesota, sponsored by American International University-Bangladesh in coursera, 2020.
- Completed course on “Managing Mental Health: COVID-19” offered by University of Toronto, sponsored by American International University- Bangladesh in coursera, 2020.
- Pioneer student in real time presence online class from American University-Bangladesh through MS Team due to COVID-19 pandemic.
- Certificate of Appreciation, Volunteer, “Business Week”, AIUB, PRAN potato, 2018 with responsibilities of event management.
- Certificate of Appreciation, 2nd position, Role Play Competition based on “Good Employee VS Bad Employee” from Training and Development Course, AIUB, 2018.
- Participated in project presentation based on “New Business Idea” from Entrepreneurship Development” Course, AIUB, 2018.
- Certificate of Appreciation, Participant, “CV Writing Workshop by Bkash”, hosted by AIUB, 2018

RESEARCH

- Conducted group research based on “Does professional training require in the internship level?” from Training and development course, AIUB, 2018.
- Conducted group research based on “Effects the impact for choosing major for BBA student from Human resources planning and forecasting course, AIUB, 2017.

SKILLS

- Problem analyzing, solving and report making
- Customer handling
- MS word, Power point, excel, team
- Initiative, Reliability, Honest, Punctual.
- Work load balance capability
- Language proficiency in Bangla and English
- Leadership and team building skill

REFERENCES

HAFSA MARYAM

Senior Assistant Professor

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SHIBLI AHMED KHAN

Associate Professor

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