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| **FARHANA SULTAN**  | C:\Users\Asus\Downloads\Documents\my professional DP.jpg |
| Permanent Address: C-1, Niketan, Gulshan-1, Dhaka-1212,Bangladesh Current Address: Block-D, Road-10, H-320, Bashundhara, Dhaka. Home and Office Phone: +880 1610001109Mobile : +880 01610001109,01713018480 e-mail:farhanasn14@gmail.com, farhanas14@hotmail.com |

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| **Career Objective:** |
| To create and pursue a spirit of challenging career with an esteemed individual proprietor / organization through utilization of knowledge and skills.  |

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| **Career Summary:** |
| 1. Freelancer – English-Bengali Linguist (worked with an US based company), Translator and  Academic writer at Truelancer.com, 2. PYP Teacher (IB method) at The Aga Khan School, Dhaka.3. Teacher at Playpen school.4. Senior Executive (Financial Analyst) in airtel Bangladesh Ltd. 5. Executive, Finance in airtel Bangladesh Ltd. 6. Customer Service Officer in customer service Department at Warid Telecom International Limited.7. Completed internship with Glaxo Smith Kline BD Limited. In addition, Conducted a survey for Grameen Phone Ltd. On SMEs in SME Fair 2006.  |

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| **Employment History:** |
| **\* Started my career (end of March,2018) as a Freelancer in Truelancer.com, proz.com, Translators Without Borders and freelancer.com, Profile URL:**1. <https://www.truelancer.com/freelancer/farhanasultan2>
2. <https://www.proz.com/profile/2675845>
3. <https://twb.translationcenter.org/workspace/accounts/view/id/67975>
4. <https://www.freelancer.com/u/farhanasn14?w=f>

**Area of Interest : English (GB/USA) – Bengali (BN/IN)Translation and vice versa ,Academic writing, Report writing, Data entry, Research paper writing, Article writing & rewriting, data research ,Microsoft excel, Microsoft PowerPoint and word, presentation content.****Total Year of Experience :** 7.9 Year(s) 1. **PYP Teacher : (October 28,2018 – Present)** **The Aga Khan School, Dhaka.**Section-4, Road #6, Uttara, Dhaka.2. **Teacher : (September 8,2013 – December 24,2014)** **Playpen,**House # 271, Road # 14, Block-C, Bashundhara R/A, Dhaka-1229. ***Duties/Responsibilities:* Preparing lesson plan for a semester,** Conducting classes for  students as a full time faculty, all academic responsibilities related to students class tests,  quizzes and exam and other duties as the position requires. |
| 3. | **Financial Analyst (Senior Executive) ( November 05, 2012 – July 10, 2013)** |
|   | **airtel Bangladesh Ltd.** Company Location: H #34, Road #19/A, Banani,Dhaka-1213. Department: Budget & Planning, Finance ***Duties/Responsibilities:*** Monthly data collection from different departments (HR & Facilities, marketing, IT, service Opex) for analysis, summarize and input/upload the final data in the financial models; working with different departments for budget and planning; Analysis of variances with budget and prepare report on that; Proper tracking of promotional expenses with respect to budget and prepare reports on variances. |
|  | 4.**Executive, Finance ( April 04, 2010 - November 04, 2012)****airtel Bangladesh Ltd.** Department: Finance ***Duties/Responsibilities:*** Hands on experience in Training need identification for Finance function, preparing organization charts of Finance function, prepared presentation focusing Finance Function for Induction training, ensure employee engagement of finance team, Cost control (marketing, S&D and HR) Cross functional project: Market/zone visit, Data analysis as required by management, communicating with other dept. for budget control. |
| 5. | **Customer service Officer ( May 05, 2007 - April 03, 2010)** |
|   | **Warid Telecom International Limited** Department: Customer Service ***Duties/Responsibilities:*** Direct interaction with customer, selling our product (SIM /Data/other services) to them, Solving their problems, Providing them with required information including educating them on our product & services.  |

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| **Academic Qualification:** |
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| **Name of Degree** | **Concentration/Major** | **Institute** | **Result** | **Year of passing** |
| PGDHRM | HRM   |  Bangladesh Institute of  Management , Dhaka  | CGPA 3.33 out of 4 |  2014 |
|  MBA  | Finance    | North South University    | CGPA:3.02out of 4    | 2013    |
| BBA    | Human Resource Management and Marketing | East West University    | CGPA:3.62out of 4    | 2006    |
| HSC    | Science    | Bangladesh International School & College, Riyadh    |  First Division    | 2000    |
| SSC    | Science    | Bangladesh International School & College, Riyadh    |  First Division \*    | 1998    |

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| **Training Summary:** |
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| **Training Title** | **Topic** | **Institute** | **Location** | **Year** | **Duration** |
| Human Resource Management & HRIS    | Introduction & History of HRM Modern HR, Job Analysis, Recruitment & Selection HR Planning, Performance Mgmt, Motivation, Compensation & Benefits Development & Succession, Labor Law, IR & CBA, Discipline, Grievances & conflicts HRIS & its uses in organizations, Project Management & more.    | DCCI Business Institute    | Dhaka Chamber Building,65-66, Motijheel C/A,   Bangladesh    | 2014 | 5 days  (20-24 th Dec)     |  |
| Team Spirit Development Training    | Working in a team to achieve goal by different exercise (mine game, x-y mathematical game and fixing up a compartment of a rocket), learning leadership behavior, team work, conflict and resolution. | Atyaasaa    | Lake breeze hotel, Gulshan-2, Dhaka.    | 2013    | 1Day    |
| Team Building Training    | Team building skills by improving trust level while being blind folded.Learning leadership behaviors, storming, norming, forming, idea generation, sharing, caring, and proper guidance and understanding team members.    | Absolute Solutions    | BRAC CDMA, Gazipur, Dhaka.    | 2012    | 2 Days    |
| PSP (Public Speaking and presentation)  | Presentation skill and self motivation    | HR Kites    | ASA tower,12 th floor,shyamoli,Dhaka    | 2011    | 2 Days    |
| **Training Title** | **Topic** | **Institute** | **Location** | **Year** | **Duration** |
| Stress Management & Credit Scoring Module    | Different types of Stress, reason &How to handle it & what is CSM ,how it works    | Warid Telecom International Limited    | Corporate Office, ASA Tower, 12th Floor, Dhaka.    | 2008    | 1day    |
| GPRS Training    | Description of GPRS, Handset, PC, Laptop settings of GPRS etc.    | Warid Telecom International Limited    | Corporate Office, ASA Tower, 12th Floor, Dhaka.    | 2007    | 1 day    |
| Introductory training of telecom- customer service    | Company overview ,How to handle different types of customer, telephony conversation, how to handle their systems properly    | Warid Telecom International Limited    | Corporate Office,ASA Tower,12th Floor, Dhaka    | 2007    | 4 days(5th-8th May)    |

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| **Professional Certification :** |
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| **Certification** | **Institute** | **Location** | **From** | **To** |
| Experience Certificate (as a PYP, IB teacher) | Aga Khan School | Sector-4,Road-6,Uttara,Dhaka. | October 28, 2018    | May 23, 2019    |
| Experience Certificate (as a subject teacher) | Playpen School | Block-J, Bashundhara R/A, Dhaka-1229. | September 08, 2013 | December 24,2014   |
| Experience Certificate (as Financial Analyst) | Airtel Bangladesh Ltd. | House # 34, Road # 19/A, Tajwar Center, Banani, Dhaka-1213. | May 05, 2007    | July 10, 2013   |
| Internship Certificate (marketing dept.)    | Glaxo Smith Kline Bangladesh ltd.    | Gulshan-1, Dhaka.    | September 17, 2006    | December 24, 2006    |
| Research Certificate (SME Fair)    | Grameen Phone Ltd.    | Celebration point, Building-5,Gulshan-2   | September 11, 2006    | September 20, 2006    |

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| **Professional Achievements :** |

1. **Achieved Best Communicator Award, 2011-12, Finance Function on March 15th 2012.**

 **2. Long term service award for completing 5 years with airtel.**

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| **English Language proficiency:**  |

  **1. Accomplished 6.5 Band score in IELTS (in Both Academic and GT), August 2014.** |

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| **Specialization (Language, professional skills and others):** |
| **Competencies:*** **Language:** Fluent in English, Bengali (Native), and Hindi (Conversational).
* **Computer Skills:** Proficient in MS-Word, MS-Excel, Ms-Power point.
* **Soft skill:** 1) Achievement/Results Orientated, 2) Taking Initiative, 3) Good listener, 4) Customer Service Oriented, 5) Interpersonal Understanding ,6) Organizational Awareness ,7)Analytical Thinking ,8) Conceptual Thinking, 9) Information Seeking , 10)Always positive in problem solving and analysis, 12) Confident in Presentation and Communication, 13) Work as Team Player.

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| **Personal Details :** |
| Father's Name  | : | Khaja Sultan  |
| Mother's Name  | : | Shamsun Nahar  |
| Husband’s Name | : | Kazi Mohammad Jafar Sadek |
| Date of Birth | : | April 14, 1983  |
| Gender | : | Female  |
| Marital Status  | : | Married  |
| Children | : | A son |
| Nationality | : | Bangladeshi  |
| Religion | : | Islam  |
| Hobby | : | Singing, listening to music, reading articles. |
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| **Reference (s):** |

 Reference will be provided upon request.