

NOORJAHAN SHAILY

Address: 274/1, West Rampura, Dhaka- 1219

Contact No: +8801823654602

Email: shailynoorjahan@gmail.com



Objective

To get myself involved in a profession, which provides me with plenty of opportunities to enhance my knowledge and skills along with serving the organization and achieve my goal to build my career.

Education

- **Master of Business Administration (MBA)**

East West University

Major: Marketing CGPA: 3.73 (on a scale of 4.00); Year: 2021-2023

- **Bachelor of Business Administration (BBA)**

East West University

Major: Human Resource Management (HRM) and Marketing

CGPA: 3.63 (on a scale of 4.00); Year: 2016-2020

- **Higher Secondary Certificate (HSC)**

Viqarunnisa Noon School and College

Business Studies GPA: 4.75 (on a scale of 5.00); Passing Year: 2015

- **Secondary School Certificate (SSC)**

Viqarunnisa Noon School and College

Business Studies GPA: 5.00 (on a scale of 5.00); Passing Year: 2013

Experience

- **Operation Executive (March, 2023 – Present)**

Corporate Office
Taskco Digital - Education Hub

- **Operation Trainee (September, 2022 – February, 2023)**

Corporate Office
Taskco Digital - Education Hub

- **Undergraduate Teaching Assistant (May, 2019 – December, 2019)**

Department of Business Administration
East West University

Extra-Curricular Activities

- **Project Work Competition of “The Quantum Leap 2018”** with Quantum Consumer Solution Ltd. and Akij Food & Beverage Ltd.
- **Organizer & Brand Ambassador in Inter University Business Plan Competition 2017**
- **Former Senior Associate and Associate Member in East West University Business Club (March 2017 – January 2018)**

- **Former General Member** of East West University Agro Industrialization Club (March 2016 – July 2017)
- **Semi-finalist** in *Socio Leadership Challenge 2016* of East West University Rotaract Club.
- **Semi-Finalist** in *Brand Aid (2018) - An Intra EWU Business Strategy Competition* by East West University Business Club.
- “Delegate of Paraguay” in EWU Intra MUN 2017 by East West University Model United Nations Club
- Also participated in various competitions (Master of Ideation 2018, Socio Camp IX, EWU Supply Chain Challenge 2018, EWU MarquePrey 2017, CineQ etc.)
- Former Member of Viqarunnisa Noon Science Club and Participated in PRAN-FROOTO 15TH VIQARUNNISA NOON SCHOOL SCIENCE FESTIVAL 2011

Skills

- **Computer Literacy:** MS Office (MS Word, MS PowerPoint, MS Excel, MS Access), Basic Graphic Design (basic skills of Adobe Photoshop, Adobe Illustrator), Basics of SPSS.
- **Foreign Language:** English Speaking, Reading, Writing and Listening.
- **Communication:** Interpersonal and Communication skills for teams and individuals as well as skilled in preparing Formal Reports and Business Reports.

Personal Information

Name: Noorjahan Shaily

Gender: Female

Date of Birth: 5th December, 1996

Father’s Name: Sheikh Sarowar Selim; **Father’s Occupation:** Businessman

Mother’s Name: Zahida Selim; **Mother’s Occupation:** Government Service Holder

Present Address: 274/1, Ulon Road, West Rampura, Dhaka- 1219.

Permanent Address: 403, Padma Pukur Par, Bashabati, Bagerhat.

Blood Group: A+

Religion: Islam

Nationality: Bangladeshi

Reference

Dr. Rumana Afroze

Associate Professor

Department of Business Administration, East West University

Email: rua@ewubd.edu

Tel: +09666775577, Ext-162

Contact no.: +8801818883767

Mohammad Morshed Alom

Officer

National Bank Limited (Mazar Road Branch)
Plot no. 08-B/A, 1st Colony, Mazar Road,
Mirpur-1, Dhaka-1216

Tel: +0088-58053469

Contact no.: +8801914030505