

Jahan Ruma Akhtar Shirin
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A learning enthusiast; fascinated to work with great attention to details, positive attitude, analytical skills and leadership qualities.

EDUCATIONAL QUALIFICATIONS

Master's in Business Administration (MBA)

- American International University- Bangladesh
- CGPA: 3.58 out of 4
- Major: Finance

Bachelor's in Business Administration (BBA)

- American International University- Bangladesh
- CGPA: 3.70 out of 4
- Major: Accounting & Finance (1st) and HRM (2nd)

WORKING EXPERIENCE

SIYB Foundation of Bangladesh
Trainer

November'16 – Present

- ✓ Facilitate training program for new and existing entrepreneur on 'Generate Your Business Idea (GYB)', 'Start Your Business (SYB)' and 'Improve Your Business (IYB)'.
- ✓ Provide all the technical support and feedback to start and improve business after the training program.

Training Sessions Conducted:

Training Title	Organized by	Duration
2019: Training on 'Start and Improve Your Business (SIYB)' for the owners of agro food processing enterprise.	TraidCraft Exchange Location: Barisal, Bangladesh	03 days
2019: Training of Trainers (TOT) on Business Management for Green Entrepreneurs.	Skills21/ ILO; International Training Centre, ILO, Turin, Italy Location: TTTC, Tejgaon, Dhaka	10 days
2019: Training of Entrepreneurs on Improve Your Business (IYB)	SIYB Foundation of Bangladesh Location: Sanrin Nihongono Gakkou, Dhaka	5 days
2019: Training of Entrepreneurs on Business Management	OKUP Location: Sonargaon, Narayanganj	2 days
2018: Training of Entrepreneurs on Start Your Business (SYB) Module	WEESMS, iDE Location: Khulna, Bangladesh	3 days

2018: Entrepreneurship Development for Adolescent/ Youth	Plan International Bangladesh Location: Rangpur, Bangladesh	5 days
2018: Business Management Skill and Financial Management for Food Preparing and Processing	DSK- Oxfam Location: Dhaka, Bangladesh	3 days
2017: Business Plan Preparation	LBS Management Consultancy Location: Dhaka, Bangladesh	1 day
2017: Financial Planning to Start a Business	LBS Management Consultancy Location: Dhaka, Bangladesh	1 day
2016: Generate Your Business Idea (GYB)	SIYB Foundation of Bangladesh Location: Dhaka Commerce College, Bangladesh	3 days

The Future Leaders Foundation
Researcher

September'16 – December'16

- ✓ Research Topic: A study on the success or failure and the re- unification process of the transitional shelter for Street Children.

ACHIEVEMENT

- ✓ One of the Winners of The Future Leaders Programme (The FLP): Season 3 (2016), a business reality show based on Leadership and Entrepreneurship jointly organized by Channel i and The FLL, UK.

Reward: Full fees scholarship for a professional course on Leadership at SOAS, University of London, UK.

CERTIFIED TRAINING COURSES

Training Title	Institute	Country	Year	Duration
Training of Trainers on Soft Skills for Organizational and Personal Development	Corporate Coach Jishu Tarafder Institute	Bangladesh	2019	1 month
Training of Master Trainers Program on 'Start and Improve Your Business (SIYB)'	International Labor Organization (ILO)/ B-SEP Project	Bangladesh	2019	5 days
Training of Master Trainers Program on 'Start and Improve Your Business (SIYB) Level 1'	International Labor Organization (ILO)/ B-SEP Project	Bangladesh	2018	7 days
Training of Trainers Seminar on 'Improve Your Business (IYB)'	International Labor Organization (ILO)/ B-SEP Project	Bangladesh	2018	8 days
Training of Trainers Program on 'Start and Improve Your Business (SIYB)'	International Labor Organization (ILO)/ B-SEP Project	Bangladesh	2016	10 days
Graphic Design	Coders Trust Bangladesh	Bangladesh	2018	4 months
Collaborative Learning	Premier School Dhaka	Bangladesh	2013	1 day

COMMUNICATION SKILL

- ❖ Bengali: Fluent in Speaking, Reading, Writing and Listening.
- ❖ English: Fluent in Speaking, Reading, Writing and Listening.
- ❖ French: Speaking, Reading, Writing and Listening (Level- 2 completed)
- ❖ Hindi: Fluent in Speaking

OTHER SKILLS/ INTERESTS:

- ✓ Microsoft Office Package (MS-Word, MS-Excel, MS-Access, MS-Power Point)
- ✓ Adobe Photoshop and Adobe Illustrator
- ✓ Public Speaking
- ✓ Enjoy contributing to a team effort
- ✓ Willing to learn and accept constructive criticism
- ✓ Highly motivated for career advancement
- ✓ Maintain effective communication
- ✓ Solve problems
- ✓ Plan, organize and prioritize multiple tasks and projects

REFERENCE

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| 1. Mr. Nazir Alam
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Bangladesh office: The FLL, Crystal
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Road 140, Gulshan 1, Dhaka 1212
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