

Resume of Rafeza Binte Hilali

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Objectives:

To work in a challenging environment and to pursue a career that offers opportunity for self-development and successfully apply acquired managerial and interpersonal skills to enhance organizational efficiencies for the further development.

Work Experiences:

<u>Organization</u>	<u>Responsibility</u>
May 2018 – Jan 2019 As Executive, Marketing Department At Kabir Toy Garden Ltd. Dhanmondi, Dhaka	<ul style="list-style-type: none"> Monitoring day-to-day sales and marketing activities. Overseeing daily sales progress of different sales zone. Communicating with the field officers (SRO, TSO, RSM) and collect daily data. Preparing day-to-day sales report and sending it to the Department Head. Taking part in the strategic development of sales and marketing.
Feb 2014 – Jul 2017 As Administrative Officer and Support Trainer at Choukosh Mohammadpur, Dhaka	<ul style="list-style-type: none"> Oversee and administer the day-to-day activities. Supervise the work of employees in supporting roles, including assigning workload and monitoring employee performance. Organize and facilitate meetings, conferences, and other special events; coordinate and attend committee meetings. Assist in the coordination and supervision of special projects. Perform duties as Support Trainer. Perform miscellaneous job-related duties as assigned.

Training delivery experience on Entrepreneurship development in last 2 years

03-05 Nov-2018	iDE Bangladesh (WEESMS)	Khulna	Capacity development on “ Business and Financial management skills ” for the women entrepreneurs of the selected sectors.
04-08 Oct-2018	Plan International	Rangpur	5 Days training on “ Start & Improve Your Business ” to 25 poor & marginalized adolescent girls at Taragonj Upazila of Rangpur District under A2H Project.
07-09 May-2018	DSK-Oxfam (JLF)	Gazipur	3 Days long training on “ Business Management Skill and Financial Management ” to 25 Women Home Based Worker (WHBWs) in Hotapara, Gazipur.
20-22 Mar-18	DSK-Oxfam (JLF)	Dhaka	3 Days long training on “ Business Management Skill and Financial Management ” to 25 Women Home Based Worker (WHBWs) in Kamrangirchar, Dhaka.

Qualification:

Certificates	Institution	University/Board
Bachelor in Business Management (BBM)	Bhuiyan Institute of Technology, Dhaka	Universidad Del Golfo, Mexico
H.S.C.	Police Line School and College, Rangpur, Bangladesh	Rajshahi Board
S.S.C.	Salema Girls High School, Rangpur, Bangladesh	Rajshahi Board

Training Received:

- Completed **Ten Days Training of Trainer (TOT) on Start and Improve Your Business (SIYB)** under B-Sep project of ILO, organized by Bangladesh Employers Federation (BEF).
- Completed **Three days professional training on Generate your Business Idea (GYB)** part of Start and Improve Your Business (SIYB) - Jointly organized by Bangladesh Employers Federation (BEF) and Choukosh; **Sponsored by Bangladesh Skills for Employment and Productivity (B-SEP) Project, ILO Country Office - Dhaka.**
- Completed Three months professional course on Graphics Design at Choukosh.
- Completed Two months professional course on “TV News Presentation” conducted by Bangladesh Institute of Journalism and Electronic Media (BIJEM).

Inter-Personal Skill:

- Good Communication skills
- Capable of adopting any type of Environment
- Good organizing capability
- Quick learner
- Have a good managing power
- Pro-active, Sincere and Responsible

Language Proficiency:

- Fluent in Bengali and English (listening, reading, writing and speaking)

Personal Information:

Father's name : Md. Faruque Hilali
 Mother's name : Mrs. Rowshan Ara Begum
 Date of birth : March, 05, 1991
 Blood Group : B +ve
 Gender : Female
 Marital status : Married
 Religion : Islam
 Nationality : Bangladeshi
 Present Address : House # 24/A [2nd floor], Road # 3/B, Mohammadi Housing Limited, Mohammadpur, Dhaka-1207, Bangladesh
 Permanent Address : C/O Md. Faruque Hilali, Sarangpur, Godagari Main Post office, Godagari, Rajshahi, Bangladesh


Rafeza Binte Hilali**Date:**