



NAFIJ AL SHAIKH

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BBA GRADUATE

As a motivated Business Administration graduate, I specialize in business strategy, management, and economics. I thrive in both independent and team settings, showcasing strong analytical and problem-solving skills. I aim to secure an entry-level position in a dynamic workplace to grow my skills and knowledge and contribute to meaningful projects. Ultimately, I aim to improve stakeholder experience by applying my expertise and skills.

STRENGTHS AND EXPERTISE

Communication	Microsoft Office	Team Leadership
Event Management	Negotiation Skills	Driving
Strategic Planning	Fundraising	Design Thinking

EDUCATION

Faculty of Business Studies, University of Dhaka BBA in Organization Strategy & Leadership (CGPA: 3.29)	2019-2023
BAF Shaheen School & College, Dhaka HSC in Science (GPA: 4.92)	2017-2018
Rani Bilashmoni Govt. Boys' High School SSC in Science (GPA: 5.00)	2015-2016

PROFESSIONAL EXPERIENCE

BRAC Corporate Intern, Executive Director's Office	November 2023 to February 2024 (3 Months)
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- Took detailed meeting minutes for high-level meetings, including PCC and SMC, ensuring accurate documentation of discussions and decisions.
- Successfully broke down the budget for the annual retreat event, effectively managing financial resources and ensuring cost-effectiveness.
- Actively engaged with high-level officials from both national and international contexts, demonstrating strong communication and interpersonal skills.
- Assumed responsibility for handling RSVPs of distinguished individuals prior to a major event, ensuring smooth and efficient coordination.
- Organized and managed snack arrangements for each meeting, ensuring a comfortable and conducive environment for participants.

Research Intern (Project REVIVE)

- Collected detailed stories of 100 Covid-affected CMSMEs (Cottage, Micro, Small, and Medium Enterprises) in Gazipur, providing valuable insights into their challenges and resilience.
 - Actively participated in 14 workshops focused on research development, data collection, and effective communication, enhancing my skills in these areas.
 - Completed a rigorous 100-hour-long mentorship program that covered diverse topics, including marketing, supply chain management, technology, legal governance, documentation, strategy, diversity, mental health, finance, accounts, and stimulus.
 - Leveraged the knowledge gained from the mentorship program to contribute to the formulation of comprehensive strategies for supporting CMSMEs in the post-Covid recovery phase.
 - Collaborated with the team to develop innovative solutions and recommendations based on research findings, aiming to empower CMSMEs and contribute to sustainable economic development.
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VOLUNTEER WORK AND AFFILIATIONS

Voice of Business

November 2023 to Present

President

- Organized 16 events for Voice of Business over the timespan of 4 years.
- Published three annual business magazines and four quarterly bulletins and facilitated weekly writeups.
- Secured sponsorships from Alesha Pharma, 10 Minute School, and Keeron for mega-events.
- Monetized the skill development event: Job Market Essentials.
- Facilitated participation of the college students for the first time in our Writing Contest.

Amra Notun Network, BRAC

2019

Changemaker, Project: NREE

- Facilitated Women Empowerment Program called NREE at TnT Slum, Mohakhali
- Helped them establish an online business to sell block-printed handkerchiefs online.
- Attended one month-long session on 21st-century skills under BRAC, ANN Leadership Program
- Served as the Joint Secretary at the Amra Notun Alumni Network

Bangladesh-China Youth Bridge Camp

2023

Campus Ambassador, University of Dhaka

- Represented Bangladeshi culture and gained deeper insights into Chinese Culture.
- Upon returning to Bangladesh, promoted Chinese culture and practices among peers and audiences.

Youth Exchange Program Nepal

2016

Cadet Ambassador, Bangladesh National Cadet Corps

- Represented Bangladesh as the youngest Air Wing cadet from Bangladesh.
 - Developed cross-cultural communication skills and learned various communication methods.
 - Represented Bangladesh through parade and cultural activities.
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REFERENCE

Rashedur Rahman

Chairman
Department of Organization Strategy and Leadership
Executive Director
Innovation, Creativity and Entrepreneurship Center
Phone: 01712193400
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Nazifa Saiyara

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