

**Ms. Nazrana Moon**

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**QUALIFICATIONS**

- Strong communication and leadership skills.
- Strong Marketing Performance and convincing ability.
- Major completed in Marketing & Human Resource Management.
- Performed various projects and report in the fields of Human resource management.
- Vast and diversified exposure to human resource management.
- Extensive experience in programming and some application packages.

**CAREER OBJECTIVES & ACHIEVEMENTS**

Career Objectives: A challenging and rewarding position with a reputed organization where my knowledge & skills will have an immediate impact on corporate profits & productivity.

Achievements: CISCO CERTIFIED ACCOUNT MANAGER (CCAM)

**TOTAL EXPERIENCE – (06) Years**

Last Job:

**Subra Systems Ltd.**

Position: Deputy Manager (Business Development & Administration)

Company Type: Software Company

Duration: March 2013 – November 2015

Previous Job:

**Tech Valley Networks Limited**

Position: Key Account Manager (Enterprise Business & SME Division)

Company Type: ICT & ISP Company

Duration: April 2008 to January 2013

**EDUCATIONAL BACKGROUND**

- June 2004 - December 2007  
**BBA:** American International University Bangladesh (AIUB), Dhaka, Bangladesh.  
Major Courses: Human Resource Management (HRM)  
C.G.P.A: 3.43 Out of 4.00
- Aug 2001 - May 2003  
HSC: Shaheed Beer Uttam Lft. Anwar Girl's School and College,  
Dhaka, Cantonment, Bangladesh. Group: Commerce Grade: A-

- Jan 1999 – Mar 2001  
SSC: Shaheed Beer Uttam Lft. Anwar Girl's School and College,  
Dhaka, Cantonment, Bangladesh. Group: Science Grade: A

**Experience in Internship:**

Completed 7 months (in 2007) Internship program from TM international Bangladesh Ltd (ROBI Telecom) in Corporate Sales Department.

**COMPUTER SKILLS**

Operating System : Microsoft Windows  
Office Application : Microsoft Office 2003, 2007, 2010 (Word, Excel & PowerPoint  
Microsoft Picture Manager, Microsoft Office Publishers).

**Personal Details:**

Father's Name: Mr. Abdus Sattar Talukdar (Retired Service holder)  
Mother's Name: Mrs. Kohinoor Akter (House wife)  
Date of Birth: 1<sup>st</sup> January, 1987  
Religion: Muslim  
Marital Status: Married  
Spouse Name: Mr. Refat Ferdauss (Service Holder)

**Interest On:**

Techno Gadgets, New Ideas, Extensive traveling, Reading magazine especially reader's digest, newspapers, novel, article, Marketing in Face book, LinkedIn account to communicating with social & professional network etc.

Personally I have a very good knowledge on reputed ICT or MNC Company in Bangladesh where I can proof, read myself and builds up a better career as per my job experience.

**Language:** First Language: Bengali, Operational Language: English.

*Reference can be provided upon request.*



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*Nazrana Moon*