



# Sadia Afrin Jarir

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## Summary

Armed with the drive to becoming the best version of myself, I aim to deliver sincerity, integrity, hard work and a relentless urge to learn new things as I go forward. As a Business major, I believe the range of skillset and experience at my expense will help me become an invaluable asset.

## Skill Highlights

- Microsoft Office expertise
- Leadership
- Critical Thinking
- Multilingual
- Observational
- Interpersonal Skills
- Management
- Critical Problem-solving
- Communication
- Customer relations

## Experience

**Business Analyst** - 01/2025 to Present

**SUNJET INC./The Top Notch**, Culver City, California, United States of America

- Market and Client Analysis
- Data Analysis and Reporting
- Requirement Gathering and Documentation
- Strategic Planning
- Project Coordination
- Stakeholder Communication.

**Management Trainee Officer** - 03/2021 to 09/2021

**Apex DMI Ltd.**, Dhaka, Bangladesh

- Evaluating and monitoring the work performance and progress of others.
- Collaborating with managers to plan the work output for the organization.
- Aiding in the process of developing and instituting policies, performance goals and objectives.

- Gaining experience and perspective by working in different departments of the organization, such as personnel, merchandising, purchasing, customer services, sales and marketing.
- Completing classroom instruction in various topics that are related to their department rotation.
- Taking and passing tests and evaluations to continue in the program.
- Attending lectures and conferences that will aid in their development.
- Studying effective conflict resolution and observing disciplinary hearings.
- Creating projects and oral presentations.
- Participating in all aspects of the hiring process, including interviewing, hiring and then onboarding/training new employees.
- Analyzing company reports to evaluate the organization's inventory activity, gross profit and sales.
- Identifying trends and then developing recommendations based on the information gathered.
- Working with established client accounts.
- Observing and training with experienced staff to learn about the standards, procedures and methods used to be effective within each department.
- Learning about the various functions and operations for all employees, as well as the practices and policies that impact each phase of the business

**Intern** - 02/2020 to 12/2020

**IFAD Corporate Office**, Dhaka, Bangladesh

- Collaborate on annual marketing planning.
- Collect quantitative and qualitative data from marketing campaigns.
- Perform market analysis and research on competition.
- Support the marketing team in daily administrative tasks.

## Education

**Masters of Business Administration, Business Analytics** (2023-Present)

International University of America, Los Angeles, California 90010

Major: Business Analytics

CGPA: TBD

**Bachelor of Business Administration** (2022)

Bangladesh University of Professionals, Dhaka, Bangladesh

Major: Marketing

CGPA: 3.04 out of 4.00

### **Higher Secondary School Certificate** (2016)

Adamjee Cantonment College, Dhaka, Bangladesh

Group: Science

GPA: 5.00 out of 5.00

### **Secondary School Certificate** (2014)

Shaheed Bir Uttam Lt. Anwar Girls College, Dhaka, Bangladesh

Group: Science

GPA: 5.00 out of 5.00

## **Extra-Curriculars**

- Participated in different kinds of competitions of both indoor and outdoor sports. Specialty Football, Badminton and Chess.
- Volunteered in YES Alumni Children Fundraising for education.
- Volunteered in Smiling Faces.

## **Achievements**

- Runners up in DOHS Youth Club presents Badminton tournament 2022.
- Champion in Intra-University Futsal 2021
- Most Valuable Player in Inter-University Women's Futsal 2019.
- Champion in Intra-University Handball tournament 2019.
- Business Competition 1st Runners Up Finatrics 2018 Sponsored by Lanka Bangla.
- Business Competition CreaDive 2018 Finalist.
- Champion in Intra-School Chess tournament 2013.
- Champion in Intra-School Chess tournament 2012.
- Runners up in Inter-School Math Olympiad 2012.

## **References**

- **S M Ali Azam**, AFWC, PSC (Lt Colonel-Retired)  
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1, UN Plaza, NY  
[azams@un.org](mailto:azams@un.org)
- **Professor Alauddin M A Wadud**, Bir Protik (Major General-Retired)  
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