

MANISHA DEY

South West Askar Dighir par, Kotwali,
Chattogram, Bangladesh
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CAREER OBJECTIVES

A highly motivated and adaptable MBA graduate with a strong academic background in Human Resource Management and Accounting, complemented by practical internship experience. Equipped with proven skills in communication, problem-solving, and Microsoft Office applications. Seeking a challenging entry-level position in a reputable organization where I can leverage my multidisciplinary knowledge, dedication, and professionalism to support organizational growth and excellence.

EXPERIENCE

- **Community Bank Bangladesh PLC. (Internship)**
Agrabad Branch, Chattogram
Duration: 3 months (22 October 2025 – 22 January 2026)
 - ✓ Gained hands-on experience in the General Banking Department, focusing on corporate documentation and administrative workflows.
 - ✓ Developed strong interpersonal skills by managing client interactions and maintaining financial records.

TRAINING

- ✓ 02 days Bootcamp on '**Retail Sales**' from Retail Sales Project, Skills Development Programme, **BRAC**, Date: 29-30 April, 2026
- ✓ 01 month On-the-Job Training on '**Retail Sales**' from Shopping Bag, Kazir Dewri outlet, Chattogram, Date: 3 May 2026 to ongoing

COURSES

- ✓ Diploma in Computer Science, Institute of Youth Development & Training Center
Duration: 6 months
 - Covering database, Operating System MS. Word, MS. Excel, MS Power Point, and office management.
- ✓ Digital Marketing & freelancing, Destination IT Institute. Duration: 5 months

ACADEMIC QUALIFICATION

University of Chittagong, (MBA)

Major: Human Resource Management (HRM)
CGPA: 3.53 Out of 4.00
2024-2025

Premier University, Chattogram, (BBA)

Major: Accounting
CGPA: 3.72 Out of 4.00
2019-2023

Hathazari College, Chattogram
Higher Secondary Certificate (HSC)
Business Studies
CGPA: 2.75 Out of 5.00
Passing Year: 2018

Hathazari Girls' High School, Chattogram
Secondary School Certificate (SSC)
Business Studies
CGPA: 3.72 Out of 5.00
Passing Year: 2016

PERSONAL INFORMATION

Father's Name: Mitu Kumar Dey
Mother's Name: Lipi Prova Dey
Date of Birth: 10th December, 1999
Nationality: Bangladeshi
Gender: Female

KEY SKILLS & COMPETENCIES

- **HR & Administration:** Employee relations, recruitment assistance, and organizational documentation, Payroll & Attendance.
- **Technical:** Advanced proficiency in MS Word, Excel, PowerPoint, Digital Marketing, Canva, Video Editing.
- **Soft Skills:** Effective communication & Interpersonal Skills, Field Work Readiness & Community Engagement, Teamwork & Coordination, Problem Solving & Adaptability, Time management, and Leadership ability.

LANGUAGES

- Bangla – Native
- English - Proficient
- Hindi – Basic

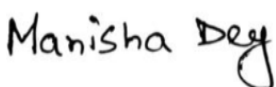
REFERENCE

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DECLARATION

I hereby declare that all the information furnished above is true to the best of my belief.



Signature