

Curriculum Vitae of **Sumiya Mustafa**

Address: 88/88 B, Sonalibag Moghbazar, Dhaka.
Cell No: +88 01679338977
E-mail: susmitasumiya7@gmail.com



Career Objective

Goal oriented and immensely self-driven would like to lead any challenging business from frontline through where I can make a difference through my process driven initiatives as well as learn and excel in my career.

Educational Qualification

Masters of Business Administration (M.B.A)

Name of Institution : Anwer Khan Modern University
Subject : Human Resources Management
Result : CGPA- 3.46 (out of 4)

Bachelor of Business Administration (B.B.A)

Name of Institution : Anwer Khan Modern University
Subject : Human Resources Management
Result : CGPA- 3.61 (out of 4)

Higher Secondary Certificate [H.S.C]

Name of Institution : Siddheswari girls collage
Board : Dhaka
Group : Business Studies
Result : GPA- 4.00 (out of 5)

Secondary School Certificate [S.S.C]

Name of Institution : Moghbazar girls high school
Board : Dhaka
Group : Science
Result : GPA- 3.89 (out of 5)

CERTIFICATIONS

- Business Management Certification (Jatio Mohila Songstha)

Job Experience

1st

Company Name : City Overseas
Designation : Marketing Officer
Duration : July 2025- February 2026

Job Responsibility :

- Communicated with prospective clients regarding overseas employment and study opportunities in Asian and European countries.
- Managed and guided clients through passport processing and visa application procedures.
- Successfully handled multiple clients who paid BDT 5000000+ for overseas work permits and student visa processing.
- Assisted in marketing and promotional activities to generate new client leads.
- Maintained client databases, application records, and marketing reports.

2nd

Company Name : Spell Bound Community Limited
Designation : HR Executive
Duration : January 2024-March 2025

Job Responsibility :

- Handle HR documentation and employee records
- Assisted in recruitment and onboarding process
- Supported day-to-day HR operations.

3rd

Company Name : Anwer Khan Modern University
Designation : Admissions Coordinator
Duration : September2022-November2023

Job Responsibility :

- Manage the admissions process for undergraduate, graduate, and transfer students
- Develop admissions strategies and plans to improve enrollment.
- Conduct admission interviews, review applications, and make admissions decisions
- Provide guidance and support to students throughout the application process.

Special Skill & Attributes

- | | |
|------------------------|-----------------------|
| ✓ Problem solving | ✓ Time management and |
| ✓ Teamwork | ✓ organizational |
| ✓ Leadership | ✓ Microsoft office |
| ✓ Oral and writing | ✓ Computer. |
| ✓ communication skills | |

Extra-Curriculum Activities

Founder & Manager - Online Fashion Business

- Built and managed an online fashion brand, achieving 20,000+ organic followers Built and managed an online fashion brand with 20,000+ organic followers.
- Generated BDT 700,000+ net income through online sales over four years.
- Expanded product range to imported bags, hijabs, women's clothing, and accessories. Managed end-to-end operations including sourcing, pricing, inventory, and order fulfillment.
- Executed Facebook & Instagram marketing, customer engagement, and maintained sales/financial records.
- Collecting membership fees, fundraising income, and fees for events.
- Paying invoices and bills, such as vendor expenses and volunteer reimbursements, in a timely manner.
- **Public speaking club , Anwer khan Morden university Treasurer.**
- **Maintaining accurate, up-to-date records of all income and expenses, including invoices and receipts**

Sumiya Mustafa

Date: