

## Skills

Budget Management	Marketing & Communications	Program Coordination
Business Development	Market Research	Project Management
Customer Service	Materials Management	Public Relations
Healthcare Finance	Provider & Staff Engagement	Strategic Planning
Hospital Operations	Program Development	Team Management
Supply Chain	Revenue Cycle Management	

## Education

### **Master of Healthcare Administration**

Western Kentucky University  
Kentucky, USA

### **Bachelor of Business Administration**

North South University  
Dhaka, Bangladesh

## Experience

### **TJ Regional Health, Glasgow, KY**

Purchasing Specialist, Supply Chain (January 2018– Present)

Location: Glasgow, KY, USA

Major Responsibilities

- Supply Chain Contracting
- Vendor Management
- Inventory Management
- Charge Master Management
- Supply Item Master Management
- Product Value Analysis

### **TJ Regional Health, Glasgow, KY**

Intern, Finance (May 2017 – August 2017)

Projects:

- Revenue Cycle Improvement Initiatives
- Patient Access Improvement
- Materials Management – Par Level Re-Assessment
- Vendor Reconciliation
- Reimbursement Allocations and Claims for Unclaimed Encounters
- Evaluation of Rural Health Clinics Quality Management

## **Western Kentucky University, Bowling Green, KY**

Graduate Assistant/Program Assistant (January 2016 – August 2017)

Department of Public Health

College of Health and Human Sciences

Major Responsibilities:

- Revise and develop the residential and online Healthcare Administration program
- Coordinate and operate the Online Healthcare Administration Program
- Assist students with advising and course planning
- Facilitate online lessons

## **Professional Affiliations**

- Guest Lecturer for Health Systems Management, Western Kentucky University (Lecture Topic: Finance, Marketing, Strategy & Supply Chain Management)
- President, Student Healthcare Association, Western Kentucky University
- Editor-in-Chief, Healthcare Newsletter, Western Kentucky University
- Student Associate Member, American College of Healthcare Executives
- Student Member, National Association of Health Services Executives
- WKU Team Leader, 31<sup>st</sup> Everett V. Fox Student Case Competition (Semifinalist)
- Student Member, Kentucky Hospital Association
- Member, CAHME Accreditation Material Development Team, Western Kentucky University
- International Orientation Leader, International Enrollment Management of Western Kentucky University
- Student Ambassador for Navitas, Western Kentucky University
- Founding General Secretary of Bangladesh Students' Association at Western Kentucky University
- Member, Alumni Association, North South University, Bangladesh

## **Awards**

- MHA Award for Excellence in Leadership, College of Health and Human Services, Western Kentucky University
- Officer of the Year Award, Student Healthcare Association, Western Kentucky University

## **OTHER EXPERIENCES**

### **Intergraphic Limited**

Location: Dhaka, Bangladesh

Position: Business Development Manager (February 2014 – December 2014)

Major Responsibilities:

- Identified and developed business opportunities for the Company
- Performed market analysis and deliver accurate business reports
- Maintained public relations with existing customers

### **Bitopi Advertising Ltd. – A Leo Burnett Affiliate**

Location: Dhaka, Bangladesh

Position: Group Account Manager, Client Services (From: May 2013 – January 2014)

Major Responsibilities:

- Created portfolio of client accounts and monitoring the ongoing related activities
- Managed and delivered advertisement projects and campaigns
- Recruited and trained new account executives

### **Paper Rhyme Advertising Ltd.**

Location: Dhaka, Bangladesh

Position: Manager, Client Services, (November 2010 – May 2013)

Major Responsibilities:

- Developed brand-building strategy
- Directed, motivated, and monitored the mobilization of a campaign team to advance campaign goals
- Monitored and analyzed sales promotion results to determine cost effectiveness of promotion campaigns

### **Ogilvy & Mather Communications Pvt. Ltd.**

Location: Dhaka, Bangladesh

Position: Executive, Client Services (June 2009 – October 2010)

Major Responsibilities:

- Initiated & coordinated ACP (Annual Cycle Plan) & Brand Plan
- Co-coordinate with research agency to identify effective communication and promotional activities for the brands
- Conducted Post implementation analysis

### **Beximco Textiles Ltd. (Stationed in Dubai)**

Assistant International Representative (June 2003 – September 2003)

### **Murphy McCann Consulting Group**

Marketing Executive (November 2001 – April 2003)

### **Standard Chartered Bank**

Assistant to Branch Development Manager (Internship) (April 2006 -July 2006)

Project: Redesign and update of “Green Book”

### **Computer Skills**

- Operational efficiency in MS Office Suite
- Familiar with Sorian, Omnicell and MS4 Systems

### **Language Proficiency**

- Excellent written and verbal communication skills in English and Bengali
- Excellent verbal communication skills in Urdu and Hindi