

**EDUCATION**

TEMPLE UNIVERSITY – Fox School of Business, Philadelphia, PA

*Bachelor of Business Administration*

Graduation: May 2025

Major: Business Management

Selected Courses: Intrapreneurship in the 21<sup>st</sup> Century, Economics of Everyday Choice, Fund of European Business, Professional Development Strategies, Public Policy, and Quantitative Methods for Business II

COMMUNITY COLLEGE OF PHILADELPHIA – Community College, Philadelphia, PA

*Associate of Arts*

Graduation: May 2023

Awards: Octavius Catto Scholarship

Selected Courses: Financial Accounting, Principles of Management, Introduction to Business, Navigating Leadership and Business Professions, and Managerial Accounting.

**EXPERIENCE**

Acme Market, Philadelphia, PA

September 2021 – October 2023

***Bakery Clerk***

- Supported customer relations for a bakery within a regional grocery store with 100+ locations.
- Monitored display cases and product inventory while discarding expired stock to maintain cleanliness.
- Conferred with more than 20 customers by telephone or in person to provide information about products or services or obtain details of complaints.
- Checked emails and performed inventory checks to make sure the store had materials to create bakery items.
- Prepared packaging, pricing, and merchandising for cakes, and other baked goods and continuously restocks all items for sale.

School District of Philadelphia, Philadelphia, PA

May 2023 – September 2023

***Special Education Assistant***

- Addressed diverse student needs, documenting behaviors to update Individualized Education Programs (IEPs) in a classroom setting.
- Supported students with behavioral, medical, and mobility needs, including those who are medically fragile or receiving special education services.
- Recorded academic, behavioral, and health data in service logs.
- Offered verbal and written feedback on observations to aid teacher-led behavioral assessments.
- Implemented Individualized Education Programs as directed by the teacher for students with disabilities in special education services.

**PROJECTS*****Intrapreneurship Initiative, Intrapreneurship in the 21<sup>st</sup> Century***

September 2023 – October 2023

- The project requires to work in group of five to come up with an intrapreneurship initiative in an existing organization.
- We came up with a proposal to open a grab and go station in Chick-Fil-A restaurant.
- Role was to research how opening a grab and go will benefits the consumers and the organization.

**SKILLS****Software:** Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, and Access)**Languages:** Fluent in Bengali and Hindi**Certification:** Special Education Assistant Certification, April 2023