

ARFAT HOSEN JIM

Bronx, NY 10454

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OBJECTIVE:

Results-driven Business Administration student with hands-on entrepreneurial experience in operations, supplier relations, and customer service. Combines strong academic performance (3.95 GPA) with proven leadership and strategic planning skills gained as a startup co-founder. Seeking to apply expertise in business strategy, sales, and relationship management to an entry-level role in marketing or business operations.

EDUCATION:

Monroe University, Bronx, NY

Bachelor of Business Administration, expected December 2026

GPA: 3.95 / 4.00

University of Chittagong, Bangladesh

BBA in Marketing (Transferred)

GPA: 3.05 / 4.00

ACHIEVEMENT:

Received recognition for outstanding academic achievement on the President's List consecutively in both Fall 2025 and Winter 2026 semester.

INTERNSHIP & EXPERIENCE:

Parkchester Family Pharmacy, Bronx, NY (September 2026 – Present)

Business Administration Intern

- Support daily business and administrative operations, office management, and record-keeping for a healthcare and pharmacy business (20 hrs/week)
- Assist with inventory and supply management to help maintain accurate stock levels
- Prepare business documents and correspondence and perform data entry using Microsoft Excel, Word, and Outlook, while supporting basic financial/accounting tasks, scheduling, customer service, and special projects for management

DOCKS, Chittagong, Bangladesh (October 2020 – July 2021)

Co-Founder

- Developed and executed business strategies that streamlined daily operations, enabling the company to scale efficiently during its first year
- Negotiated with suppliers to secure consistent, on-time deliveries, reducing stock delays and keeping operations running smoothly
- Resolved customer inquiries promptly and professionally, strengthening satisfaction and driving repeat sales
- Coordinated order confirmations and delivery schedules while cultivating lasting customer relationships that supported steady, repeat business growth

ORGANIZATIONS/CLUBS:

Marketing society for leadership proliferation (MSLP), University of Chittagong (June 2019- June 2022)

SKILLS:

- Bilingual in English and Bengali
- Proficient in Microsoft Word, Excel, and PowerPoint