

## Profile of Rubaiya Ehsan Karishma



As a Counsel, Rubaiya drafts promotional literature for BIAC, prepares and presents BIAC submissions, manages cases that are referred to BIAC, accompanies group of delegates to BIAC organized training and events, performs secretarial activities when required in addition to existing responsibilities. She has worked on project reports, strategic plans, concept papers and participated in activities involving various stakeholders including IFC-World Bank, Bangladesh Bank.

Rubaiya had joined BIAC as an Assistant Counsel in March 2017. Her responsibilities include handling ADR-related functions of BIAC (including organising workshop/training/ seminars etc.); interacting with banks, corporates, universities, lawyers and legal institutions that may have an interest in activities of BIAC; preparing lists and liaising with representatives of government and private sector organizations that may have an interest in using BIAC facilities among others, research activities and drafting correspondences.

Rubaiya started her career as an STT Team Assistant at the World Bank Office Dhaka. She has completed her Bachelor of Laws under the University of London International Programmes in 2013 and Masters in Business Administration degree under University of Liberal Arts Bangladesh (ULAB) in 2018.