

Applied For: **Developer/ Programmer (Sylhet)**

Last Updated : **October 7, 2017**

## AMENA

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### **Career Objective:**

An excellent organizational and administrative skill, with experience in dealing with mass people and high level work holds within strict deadlines. Outgoing with strong and effective organizational and communication skill. Good team player and able

### **Special Qualification:**

Completed Computer Training Course, German Language Course, Training on Sign Language and Advanced Course on Research Methodology.

### **Employment History:**

**Total Year of Experience : 2.8 Year(s)**

#### **1. Child Promoter ( September 1, 2016 - Continuing)**

##### **FH association (Food for the Hungry International)**

Company Location : house#81, ROAD#04, Block#B, Banani, Dhaka-1213, Bangladesh

Department: Sponsorship

##### **Duties/Responsibilities:**

The Child Promoter (CP) will be directly supervised by the Area Team Leader and technical support will be provided by the Sponsorship Relations Officers. The CP is responsible for the implementation of all child-sponsorship activities, local training, networking with community schools, and monitoring and improving sponsored children's education (i.e. attendance, performance, activities, effectiveness, etc.). The CP conducts regular sponsored-child family visits and works alongside with other project staff to achieve the result expected from the sponsorship activities. His/her focus is to improve quality of sponsorship correspondence (i.e. letters, cards, pictures/photos, drawings, etc.), child leadership skills and self-esteem, increase the guardians and community's awareness of children issues, sharing social values with children, and protecting child rights.

#### **2. Program Organizer ( September 21, 2014 - February 18, 2016)**

##### **Nijera Kori**

Company Location : 7/8 Block C Lalmatia, Dhaka-1207

Department: Report Section

##### **Duties/Responsibilities:**

Writing Project Proposal, Case Study, Monthly Report, Field visit, Translation English to Bengali and Bengali to English.

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
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Masters of Education (M.Ed)	Educational Evaluation and Research	University of Dhaka	Enrolled	2017	2 years (on going)
Masters of Arts	Linguistics	University of Dhaka	CGPA:3.43 out of 4	2011	1 Year
Bachelor of Arts	Linguistics	University of Dhaka	CGPA:3.5 out of 4	2010	4 years
HSC	Humanities	Pubail Adarsha College	CGPA:4.6 out of 5	2006	2 years
SSC	Science	Kandipara Askar Ali High School	CGPA:3.31 out of 5	2004	2 years

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Bangla Sign Language	Bangla Sign Language	Center For Disability In Development (CDD)	Bangladesh	Gendua, Savar	2011	18 Dec 2011-01 Jan12
Computer Training Course	Computer Training Course	Bangla Academy	Bangladesh	Dhaka	2009	10 may-4 August 2009

### **Professional Qualification:**

Certification	Institute	Location	From	To
Advanced Course on Research Methodology	Bangladesh Peace and Development Mission (BPDM)	University of Dhaka	May 27, 2015	August 30, 2015
Junior Certificate in German	Institution of Modern Language	University of Dhaka	May 1, 2009	May 1, 2010

### **Career and Application Information:**

Looking For	: Entry Level Job
Available For	: Full Time
Expected Salary	: Tk. 20,000
Preferred Job Category	: Education/Training, NGO/Development
Preferred District	: Anywhere in Bangladesh.
Preferred Organization Types	: University, College, Govt./ Semi Govt./ Autonomous body, NGO, Development Agency, Newspaper/Magazine, Group of Companies, Research Organization

### **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>Education Research</li> <li>Gender</li> </ul>	Highly linguistic command over Bangla and English, Masters thesis on `Banglai narir vasha: Ekti shomaz vashatattik bisleshon`, Scholarships on Academic purposes from Dhaka University Alumni Association (2011-2012).

### **Extra Curricular Activities:**

Organizing Workshop, Participating in the Social and Cultural Functions, Games and Sports,

Coordinating social welfare activities and Relief Works.

**Language Proficiency:**

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High
German	High	Medium	Medium
Sign Language	Medium	Medium	Medium

**Personal Details :**

Father's Name : Abdul Quddus  
Mother's Name : Shrifa  
Date of Birth : September 8, 1989  
Gender : Female  
Marital Status : Married  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : Village: Noluta, P.O: Kankirhat, P.S: Shenbag, District: Noakhali  
Current Location : Dhaka

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Mashrur Imtiaz	Khushi Kabir
Organization	: University of Dhaka	Nijera Kori
Designation	: Lecturer	Coordinator
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Relation	: Academic	Professional