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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 : 3.7 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 |
|-----------------------------|-------------------------------------|---------------------------------|--------------------|----------|--------------------|
| 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 : University, College, Govt./ Semi Govt./ Autonomous body,
 Types : NGO, Development Agency, Newspaper/Magazine, Group of Companies, Research Organization

Specialization:

| Fields of Specialization | Description |
|--|--|
| <ul style="list-style-type: none"> Education Research Gender | 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: Nolua, P.O: Kankirhat, P.S: Shenbag, District: Noakhali
 Current Location : Dhaka

Reference (s):

| | <u>Reference: 01</u> | <u>Reference: 02</u> |
|--------------|---|------------------------------------|
| Name | : Mashrur Imtiaz | Khushi Kabir |
| Organization | : University of Dhaka | Nijera Kori |
| Designation | : Lecturer | Coordinator |
| Address | : Department of Linguistics, University of Dhaka | 7/8, Block C, Lalmatia, Dhaka 1207 |
| Phone (Off.) | : | |
| Phone (Res.) | : | |
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| EMail | : mashrur@gmail.com | k.kabir@nijerakori.org |
| Relation | : Academic | Professional |
