

Applied For: **Wordpress Developer**

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AWATIF NADIA

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Career Objective:

to build up my career with a reputed organizations as well as Universities

Career Summary:

I worked as a part time lecturer in Ahsanullah university of science & technology From Fall (Sep-Feb) 2011 to Fall (Sep- Feb) 2014 as well as in ISTT as a full time Lecturer from Jan 2013 - Sep 2016 and now in World University of Bangladesh as a Lecturer(Jan 2017 - Still)

Special Qualification:

- a) CCNA Certified
- b) Matlab
- c) Create small animation
- d) CSS

Working on two thesis paper:

- 1) Wave energy in Bangladesh
- 2) Transmission Reliability improvement in Bangladesh power system.

Employment History:

Total Year of Experience : 7.7 Year(s)

1. Lecturer in EEE (January 2, 2017 - Continuing)

World University of Bangladesh

Company Location : Dhanmondi, Dhaka-1212

Department: EEE

Duties/Responsibilities:

- The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions.
- Initiation and development of subject material.
- Acting as subject coordinator as well as supervisor.
- The preparation and delivery of lectures and seminars.

- The conduct of research.
- Involvement in professional activity.
- Development of course material with appropriate advice from and support of more senior staff.
- Marking and assessment.
- Consultation with students.
- A range of administrative functions the majority of which are connected with the subjects in which the academic teaches.
- Attendance at departmental meetings and membership of a number of committees.

2. **Lecturer (January 15, 2013 - September 17, 2016)**

Institute of Science, Trade & Technology

Company Location : CRP, Mirpur-14

Department: ECE

Duties/Responsibilities:

To prepare Course outline and distribute among the students subject to approval by head of the department.

To conduct the classes (classes load at least 18-24 hours per week), examinations and viva of undergraduate & diploma levels.

To prepare questions, evaluate answer scripts, assignments and term papers.

To design, prepare and develop teaching materials.

To prepare grade sheets, student database.

To provide counseling to the students of a particular session, career and financial issues, motivate them & ensure class attendance.

To act as internship supervisor, examination controller, guide teacher for a session.

To assist Head of the department and the coordinator.

To report Head of the department any essential issues related to the institute and deliver able assigned by the Head in email as frequent

3. **Lecturer (September 10, 2011 - September 20, 2014)**

Ahsanullah university of science and technology

Company Location : Dhaka

Department: EEE

Duties/Responsibilities:

took practical classes, made question papers, checked all reports

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters of Science	Electrical & Electronic Engineering	Military Institute of Science and Technology (MIST)	CGPA:3.83 out of 4	2017	2
Bachelor in science	Electrical & Electronic Engineering	Ahsanullah University of Science and Technology	CGPA:3.65 out of 4	2011	4
HSC	science	Bangladesh international school & college,	CGPA:5 out of 5	2006	2

		riyadh [Foreign Institute]			
SSC	science	Bangladesh international school & college ,riyadh [Foreign Institute]	CGPA:5 out of 5	2004	2

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
IELTS	all sections and got 6.5 (R-6.0 L-7.0, S-7.0, W-6.0)	IDP	Bangladesh	Gulshan-2	2014	2-3 years
GSM fundamental course (level-1)		BUET	Bangladesh		2011	1 week

Professional Qualification:

Certification	Institute	Location	From	To
CCNA (Routing & Switching)	AIUB	Banani	March 13, 2014	January 23, 2015

Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 30000
Expected Salary	: Tk. 25,000
Preferred Job Category	: Education/Training, Design/Creative
Preferred District	: Dhaka, Gazipur
Preferred Country	: New Zealand, Saudi Arabia, Sweden, United Kingdom
Preferred Organization Types	: Banks, University, Multinational Companies, Engineering Firms, Airline

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> Electrical/Electronics Telecommunication Network Engineering Power Generation 	<p>* Basic knowledge on CCNA (Routing & Switching) course from American International University of Bangladesh, Dhaka, Bangladesh. (March 2014 – September 2014) & CCNA Certified with a thousand score</p> <p>• Intermediate Knowledge and Experience with Microsoft word, Excel, Power Point.</p>

	<ul style="list-style-type: none"> • SPSS, Google Office. • Communicating, Skill and Partnering.
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Extra Curricular Activities:

- EducationUSA, Dhaka, Bangladesh - 2014 and still
- Cheers for the unprivileged.
- Winter clothes Distribution among the Fire Burnt and Rickshaw-Puller.
- Winter clothes distribution as well as increase fund for Durnibar Foundation.
- Street children education-2013 and still.
- Volunteer at Universal Children's Day campaign
- Eid clothes distribution from "Robi Telecom Company"- 2014
- Sports& Cultural events during School & College period.
- "Green Dhaka: Be a part of it" arranged by Volunteer for Bangladesh.

Language Proficiency:

Language	Reading	Writing	Speaking
english	High	Medium	High
bangla	High	High	High
Spanish	Low	Low	Medium

Personal Details :

Father's Name : MD. Tofazzal Hossain
 Mother's Name : Shahin Akhter
 Date of Birth : December 6, 1989
 Gender : Female
 Marital Status : Single
 Nationality : Bangladeshi
 Religion : islam
 Permanent Address : holding # 59, eidgah masjid road, dag no: 1077, shahjadpur, badda,Dhaka-1212
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: mejbah uddin ahmed	Golam Mostafa
Organization	: Square hospital Ltd	Ahsanullah University of Science & Technology
Designation	: Orthopedic consultant	Associate Professor
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Relation	: Relative	Academic