

Last Updated : **December 7, 2017**

## **EVANA RAHMAN**

Address: House No.-22, Flat-502, Japan Garden City, Mohammadpur,  
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### **Career Objective:**

In future I would like to be in portfolio managerial position in communications and possibly even higher till then I would like to gain practical experiences which will broaden my exposure, and eventually become a successful lead of course.

### **Career Summary:**

Communication professional with over 4 years experience in different segment of communication strategy. Experience covers- development communications, , people management, , planning and managing events, leading customer retention, managing international volunteers, marketing communication. Possess extraordinary analytical, negotiation, problem solving skills.

### **Special Qualification:**

- Strategic communication
- Knowledge management
- Proposal writing
- Creative writing
- Reporting and analysis
- Public relations
- Marketing communication
- Brand Management
- Marketing strategy
- Project management
- Team management

### **Employment History:**

**Total Year of Experience : 5.4 Year(s)**

1. **Deputy Manager, Communications and Knowledge Management ( June 24, 2014 - January 14, 2016)**

## **BRAC**

Department: Ultra poor programme

### **Duties/Responsibilities:**

- As a whole, managed internal and external communications and developed strategic communications content including success stories, infographics, videos, blogs, photo stories, and other materials that project successes and impact.
- Identified project KM sources and contributed to access, synthesize, document and disseminate and manage knowledge of TUP programme.
- Ensured the update of the website and social media visibility in order to raise visibility at the local, national and global levels. Managed marketing communications portfolio including video production, leaflet, concept note, brochures, flyers, posters and newsletter.
- Contributed in planning & organizing for different events and campaigns resonating with organizations' vision.
- Analyzed collected data from MIS and prepare report and disseminate in appropriate forum.
- Worked with core team on NGO Affairs Bureau, donor and program annual report preparation.

## **2. Senior Communication Officer ( March 25, 2013 - June 23, 2014)**

### **BRAC**

Company Location : Dhaka

Department: Targetting the ultra poor

### **Duties/Responsibilities:**

- Acted as a communication focal point within BRAC and externally at the local and national levels of the programme operating in 44 districts covering 89,000 participants yearly and performed follow-up consultation with stakeholders.
- Documentation and report writing; Copy writing/editing; Information, Education and Communications (IEC) material development; proposals, newsletters, brochures, press releases, blogs, case stories, advertisements, Events management; Brand compliance.
  - Initiated and successfully launched first-of-its-kind newsletter of the programme quarterly.
  - Organized seminars, workshops, roundtables, conference and other events as per need of the programme.
  - Undertook field visits to keep updated on field level development, produce case stories and interviews of programme participants.

## **3. Assistant Manager, Business Development ( April 14, 2012 - February 26, 2013)**

**Habib Intelligent Software limited**

Company Location : Mirpur 1, Dhaka

Department: Business Development

**Duties/Responsibilities:**

Proposal Writing (Business and Technical)

o Software specification and requirement documentation

o Web application supervision and maintenance

o Share Management Software Support (Report, SQL Query, address label, Sch-X, Sch-XV, data definition,

Compliance etc.)

o Content writing

o Maintain effective relationship with the concern authority of Dhaka Stock Exchange, Chittagong Stock Exchange,

Security Exchange Commission and Security Houses.

o Direct and coordinate organization's financial and budget activities to fund operations, maximize investments and increase efficiency

**4. Examinations Front Counter Officer ( March 10, 2010 - December 30, 2011)****British Council**

Company Location : 5, Fuller Road, Dhaka 1000.

Department: Examinations Services

**Duties/Responsibilities:**

Promote UK examinations and contribute to sustained growth

o Support all Exams teams (IELTS/ GCE/ Professional)

o Responsible for maintaining Receipt Manager Software, and supervise and train new user of the software.

o Assist in the conduct of exams in a professional manner by maintaining all Customer Services standards and to maintain records and management information.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters in Business Administration (M.B.A)	Finance	University of Dhaka	CGPA:3.47 out of 4	2012	-
B.S.C in Engineering	Electrical & Electronic Engineering	Rajshahi University of Engineering and Technology	CGPA:3.23 out of 4	2009	4 years
HSC	Science	Viqarunnisa Noon College	CGPA:4.9 out of 5	2004	2 years
SSC	Science	Viqarunnisa Noon School	CGPA:4.75 out of 5	2002	2 years

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
ToR		DFID	Bangladesh		2015	3 days
An introduction to qualitative indicators and reporting		BRAC	Bangladesh		2015	4 days
Knowledge Management		BRAC	Bangladesh		2015	3 days
Strategic Communication		BRAC	Bangladesh		2015	5 days
Media Communication		BRAC	Bangladesh		2014	4 days
Functional Branding	Functional Branding	BRAC	Bangladesh		2013	4 days
Communications Skills and Customer Services	1. Exams Administration (GCE-Edexcel & Cambridge, IELTS, all Professional exams) 2. Communications Skills 3. Customer Services Orientation	British Council	Bangladesh	Dhaka	2012	7 days

### **Professional Qualification:**

Certification	Institute	Location	From	To
Professional advanced Graphics Designing	BRAC		September 1, 2015	November 1, 2015
Advanced Certificate in Managerial Communication	IBA, DU	Dhaka	August 1, 2013	October 12, 2013
Business Writing	Skillsoft (Online Learning Tool).	Dhaka	July 1, 2013	September 30, 2013

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

Looking For : Mid Level Job  
 Available For : Full Time  
 Expected Salary : Tk. 35,000  
 Preferred Job Category : Marketing/Sales  
 Preferred District : Dhaka  
 Preferred Country : New Zealand, United States, Australia, Canada  
 Preferred Organization : Telecommunication, Manufacturing (FMCG), Manufacturing (Light Engineering & Heavy Industry), Software Company, IT Enabled Service, Multinational Companies, Engineering Firms, CNG, Electronic Equipment/Home Appliances, Group of Companies  
 Types

### **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>• Graphics Design</li> <li>• Copy writing/ Script Writing</li> <li>• Development Research</li> <li>• Media &amp; Communication</li> <li>• Brand Communication</li> <li>• Event/ Campaign Coordination</li> <li>• Project Management</li> <li>• Public Relation</li> <li>• Writing Skill</li> </ul>	<p>I acted as both communications and knowledge management focal point to collaborate with a wide range of key stakeholders to help coordinate, implement and deliver communications objectives. As part of my job I developed useful audience-focused priority communication material such as the BCC and IEC material for different projects analysing primary audience, and, attitudes and behavior of the targeted audience, influencing the targeted audience behavior and disseminating the key message to them.</p> <p>My strongest trait is my writing skill. I am able to communicate complicated topics to different audiences. Furthermore I would like to point out that I am well acquainted with communication skills which I believe communication is an art, how complex things can be done simply with the proper use of words is my passion.</p>

### **Extra Curricular Activities:**

Graphics skill - Poster, newsletter, banner, guidebook, magazine cover etc. using Adobe Photoshop, Adobe Illustrator and Adobe InDesign

### **Language Proficiency:**

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High

### **Personal Details :**

Father"s Name : Sk. Zahidur Rahman  
 Mother"s Name : Chad Sultana  
 Date of Birth : May 29, 1987  
 Gender : Female  
 Marital Status : Married  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : House No.-22, Flat-502, Japan Garden City, Mohammadpur, Dhaka-1207  
 Current Location : Dhaka

### **Reference (s):**

<b>Reference: 01</b>		<b>Reference: 02</b>	
Name	: Mohammod Abdur Rouf	Tania Islam Sara	
Organization	: BRAC	CLS Programme by DFID, UK	
Designation	: Deputy General Manager	Communications Consultant	
Address	:		
Phone (Off.)	:		
Phone (Res.)	:		
Mobile	: 01711807968	01841499996	
EMail	: rouf.a@brac.net	tania.islam.007@gmail.com	
Relation	: Professional	Professional	