Curriculum Vitae
of
Sabiha Sultana

Mailing Address

19, Mayakanon,

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Career Objectives

Intend to work in a challenging and competitive environment, where a strong sense of responsibility and commitment is required. I am self-motivated and able to deliver results through team efforts.

Personal Information

Father's Name :	Md.Siddiqur Rahman
Mother's Name :	Afroja Sultana
Date of Birth :	16th October,1996
Nationality:	Bangladeshi by birth
Present Address:	19, Mayakanon, Shokar Mahal,Dhaka-1214
Permanent Address:	19, Mayakanon, Shokar Mahal,Dhaka-1214
Gender :	Female
Marital Status :	Unmarried
Nationality :	Bangladeshi

Religion :	Islam
Blood Group:	A (+ve)

Academic Qualification

Degree/ Examinatio n	Major/Group/ Subject	Institution/Board/ University	Passing year	Result
BSS (Honors)	Information Studies and Library Management	East West University	2019	**CGPA : 3.91** In a scale of 4
H.S.C	Science	Motijheel Ideal School and College	2014	**GPA : 5** In a scale of 5
S.S.C	Science	Motijheel Model High School and College	2012	**GPA : 5** In a scale of 5

Publications

1. Alam, F. (Ed.). (2019). *1st International Conference on Information and Knowledge Management.* Dhaka: Department of Information Studies and Library Management, East West University & Bangladesh Public Administration Training Centre (BPATC),199p.

2. Sankar P ,T. (Ed.).(2019). *ICDL 2019: International Conference on Digital Landscape Digital Transformation for an Agile Environment*, New Delhi: T E R I, p. 773.

Achievements

1. Received *"DEAN's Merit List-2016, 2017 & 2018"* award for the excellent result from East West University.

2. Received *Merit Scholarship in (Fall-2018, Spring-2019 & Summer-2019)* from East West University.

3. Participated as a presenter in an International Seminar on *"Technology, Innovation and Trends in Libraries, Archives and Museums (LAMs)"* (April,2018*)* organized by the Department of Information Studies and Library Management, East West University.

4. Got opportunity to participate as a Poster Presenter and presented a Research Paper on *"Open Access Practices among LIS Professionals of Private University in Bangladesh"* in the "1ˢᵗ International Conference on Information and Knowledge Management (i-IKM 2019)" which was organized by the Bangladesh Public Administration Training Centre (BPATC) and the Department of the Information Studies and Library Management, East West University

5. Participated as a presenter in ICDL 2019: International Conference on Digital Landscape, Digital Transformation for an Agile Environment and the title of the research paper was *"Embracing Open Access: practices and perception of LIS professionals in Bangladesh".*

6. Achieved Summa Cum Laude Award from East West University for achieving the highest CGPA in 2020.

Seminar and Training

1. Attended seminar on "Paving the way for the leaders of the Information Age " organized by EWUIC, East West University.
2. Attended lecture on "Towards Managing E-Resources" organized by Dept. of Information Studies and Library Management, East West University.
3. Attended training on "Improving Academic Skills for Success in University and Life" Dept. of Information Studies and Library Management, East West University.
4. Attended seminar on "Academic Writing FUNDAMENTALS" organized by EWUIC, East West University.

Subject Specialization

Have clear concept and sound knowledge on Organization of Information, Information Sources and Services, Information Resources Development, Bibliography, Reference and Citation etc.

Research Interest

Use of Technologies in the Libraries of Bangladesh, Information Literacy and Knowledge Management. I have done a research monograph on "Autism Spectrum Disorder (ASD) and Early Literacy among Primary School Teachers in Dhaka City".

Employment Details

Name of Institution	The Institute of Chartered Accountants of Bangladesh	The BCS Academy, Shahbagh	Bangladesh Public Administration Training Centre (BPATC)	East West University
Type of Business	Library	Library	Library	1. Data Entry 2.Undergraduate Teaching Assistant
Principal Responsibilities	Entering cataloguing data in Koha using MARC 21 format; generating barcode; Producing classification number; preparing Call Number; Labeling of Call Number in documents and so on.	Entering cataloguing data in Koha using MARC 21 format; generating barcode; Producing classification number; preparing Call Number; labeling of Call Number in documents and so on.	Entering cataloguing data in Koha using MARC 21 format; generating barcode; Producing classification number; preparing Call Number; Labeling of Call Number in documents and so on.	1. Entering national ID card's information of EWU students 2. Assisting the course instructor with class preparation and course materials
Duration	April 2017-August 2017	February 2018-December 2018	March 2018-July 2018	2017 and 2019

Co-Curricular Activities & Interests

1. Participated as Volunteer in the "1st International Conference on Information and Knowledge Management (i-IKM 2019)" organized by the Bangladesh Public Administration Training Centre (BPATC) and the Department of the Information Studies and Library Management, East West University.

2. Worked as rapporteur in the "1st International Conference on Information and Knowledge Management (i-IKM 2019)".

3. Reading books, Web designing, singing, are the major areas of interest

Computer Proficiency

Programming Language	Application Packages	Environment	Information Institution Software
Basics of MySQL, HTML, CSS	MS Office Suite Adobe Photoshop Picasa	MS Windows-7/8 Linux	KOHA

Reference

Dr. Dilara Begum

Associate Professor & Chairperson

Department of Information Studies and Library Management

East West University

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Cell Phone: 01715-023042

I hereby, declare that the information stated above is correct to best of my concern.