

# ZINAT ARA

**Address:** Shishu Polli Road, Sreepur, Gazipur- 1740

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## **Career Objective:**

To work as a development professional in the fast growing large local NGO.

## **Personal Details :**

Date of Birth : February 1, 1994  
Gender : Female  
Marital Status : Unmarried  
Nationality : Bangladeshi  
National Id No. : 3716436682  
Religion : Islam  
Permanent Address : Uttar Balubari, Sadar, Dinajpur- 5200  
Current Location : Sreepur, Gazipur- 1740

## **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas. Year
Master of Social Science (MSS)	Anthropology	Jagannath University	CGPA: 3.38 out of 4	2016
Bachelor of Social Science (BSS)	Anthropology	Jagannath University	CGPA: 3.14 out of 4	2015
HSC	Arts	Dinajpur Govt. Women's College	CGPA: 4.3 out of 5	2010
SSC	Arts	Dinajpur Govt. Girls' High School	CGPA: 4.63 out of 5	2008

## **Career Summary:**

Shishu Polli Plus

Project : The Sreepur Village, Bangladesh.

Deg. : Information & Documentation Officer.

Department: Child and Mother Care.

Duration: 02 November 2019 - Present

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Project : Women's mental health.

- Surveyor and data input

Duration: 27 February 2019 - 16 March 2019

Jagannath University, Department of Anthropology

Dissertation : The position of women in the indigenous Santal society.

Supervisor : Taslima Atique.

Duration: 03 May 2016 - 19 January 2017

## **Duties/Responsibilities:**

- File management
- File reporting
- Report preparing
- Circulations of monthly report to all respective sections and attend in Monthly coordination meeting
- Management of archive room

## **Training Summary:**

<b>Training Title</b>	<b>Institute</b>	<b>Country</b>	<b>Location</b>	<b>Year</b>	<b>Duration</b>
Basic Counselling Training	Shishu Polli Plus	Bangladesh	Sreepur Village	2021	10 Days
Basic Sign Language Training	Shishu Polli Plus	Bangladesh	Sreepur Village	2020	5 Days
ITES Foundation Skills Training	Bangladesh Computer Council.	Bangladesh	Jagannath University	2017	6 Months

## **Specialization:**

- Organizing
- Team work
- Punctual
- Communication and interpersonal skill.
- Management
- Expertise in MS Office
- Working under pressure

## **Reference (s):**

### **Reference: 01**

Name : Shohel Mahmood  
Organization : Shishu Polli Plus (The Sreepur Village of Bangladesh)  
Designation : Co-ordinator  
Address : Sreepur, Shishu Polli Road, Gazipur 1740  
Mobile : +880 1712383402  
E-Mail : shohel.cnrs@gmail.com  
Relation : Professional

### **Reference: 02**

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