



FATEMA AFROZ

Nationality: Bangladeshi | **Date Of Birth:** 1999-04-27 | **Gender:** Female

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Linkedin :

Address : Balahoir, Niamatpur, Niamatpur - 6520, Naogaon, Bangladesh

ABOUT ME

A highly motivated and dedicated individual with a strong academic background in English and a passion for continuous learning and self-development. I possess excellent communication and analytical skills, enabling me to adapt effectively in diverse environments. I am enthusiastic about exploring data-driven approaches and modern business strategies to solve real-world problems. With a strong sense of responsibility and commitment, I strive to achieve both personal and professional growth. I am capable of working independently as well as collaboratively within a team to achieve common goals. I aim to contribute positively to any organization by utilizing my skills, creativity, and determination.

WORK EXPERIENCE

MANAGEMENT TRAINEE OFFICER (MTO)

Brac [2023-01-01 - CURRENT]

Address: 75 Mohakhali

- Work across multiple departments (HR, Marketing, Finance, Operations).
- Assist senior management and prepare reports.
- Perform data analysis and project work.
- Develop leadership and team management skills.
- Understand company operations and business strategy.

ASSISTANT MANAGER

Shimmy Gelato [2025-10-01 - CURRENT]

Address: Hyatt House KL, 10, Jalan Kiara, Mont Kiara, 50480 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur, Malaysia

Provided customer service and handled orders efficiently Maintained cleanliness and hygiene standards in the store Assisted in inventory management and stock monitoring Handled cash transactions and supported daily operations

AFFILIATE MARKETER

CPAhorse Ltd. [2023-02-01 - CURRENT]

Address: Remote

Optimized campaign performance using data analysis and tracking tools Conducted market research to identify high-converting offers and target audiences Managed social media and digital platforms to increase engagement and reach Maintained communication with clients and networks to ensure campaign success

ASSISTANT MANAGER

Shimmy Gelato [2025-10-01 - CURRENT]

Address: Hyatt House KL, 10, Jalan Kiara, Mont Kiara, 50480 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur, Malaysia

- Provided customer service and handled orders efficiently

- Maintained cleanliness and hygiene standards in the store
- Assisted in inventory management and stock monitoring
- Handled cash transactions and supported daily operations

AFFILIATE MARKETER

CPAhorse Ltd. [2023-02-01 - 2023-08-30]

Address: Remote

- Optimized campaign performance using data analysis and tracking tools
- Conducted market research to identify high-converting offers and target audiences
- Managed social media and digital platforms to increase engagement and reach
- Maintained communication with clients and networks to ensure campaign success

CAREER TALK

Universiti Teknologi Malaysia [2023-11-04 - 2023-11-18]

Address: Malaysia

AERO LAB TOUR MANAGEMENT

Universiti Teknologi Malaysia [2023-11-23 - 2023-11-26]

Address: Malaysia

SUB-ASSISTANT ENGINEER

HNS Engineering & Services Ltd. [2020-02-03 - 2020-07-03]

Address: 275, Tejgaon Industrial Area Dhaka-1208, Bangladesh.

FRESHER

My self [2025-01-01 - CURRENT]

Address: Demra

Although I do not have formal work experience yet and am a fresher, I am enthusiastic, quick to learn, and highly motivated. I have gained good knowledge about Austria and other European countries by researching and staying updated with reliable information. I am keen to start my career in this field and contribute with dedication and continuous learning.

FREELANCER

Fiverr, Up work, Freelancer [2020-05-01 - CURRENT]

Address: Online Medium

CHIEF OPERATING OFFICER

Innovative Institute of Technology [2021-01-01 - CURRENT]

Address: Dhaka

JUNIOR ENGINEER

Megawatt Power Limited [2022-01-01 - CURRENT]

Address: Motijheel, Dhaka

JUNIOR MANAGER

Master technology [2021-04-01 - CURRENT]

Address: Dhaka, Bangladesh

EDUCATION AND TRAINING

B.B.A- MANAGEMENT

Govt. Shahid Suhrawardy College [2016-11-01 - 2022-05-09]

Address : Old Dhaka

City : Dhaka, Bangladesh
Website : <http://gssc.edu.bd>

HIGHER SECONDARY SCHOOL CERTIFICATE - HSC

Begum Badrunessa Government Girls' College [2014-07-31 - 2016-08-18]

Address : Old Dhaka
City : Dhaka, Bangladesh
Website : www.bbggc.gov.bd

SECONDARY SCHOOL CERTIFICATE -SSC

Baghair High School [2012-01-01 - 2014-05-17]

Address : South Keranigonj, Dhaka
City : Dhaka, Bangladesh
Website :

BACHELOR OF ARTS (BA) IN ENGLISH

Rajshahi Govt. City College [2018-01-01 - 2025-03-03]

Address : Rajarhata, GPO-6000, Boalia.
City : Rajshahi
Website :

HIGHER SECONDARY SCHOOL CERTIFICATE

Niamatpur Govt Degree College [2015-06-01 - 2017-07-23]

Address : Karkaria, Niamatpur, Niamatpur, Naogaon - 6520
City : Naogaon
Website :

SECONDARY SCHOOL CERTIFICATE

Manda Thana Ideal Girl's School and College [2013-01-01 - 2015-05-30]

Address : Boropoy, Prosadpur, Naogaon
City : Naogaon
Website :

BACHELOR OF ARTS (BA) IN ENGLISH

Rajshahi Govt. City College [2018-01-01 - 2025-03-03]

Address : Rajarhata, GPO-6000, Boalia.
City : Rajshahi
Website : rgcc.ac.bd

HIGHER SECONDARY SCHOOL CERTIFICATE

Niamatpur Govt Degree College [2015-06-01 - 2017-07-23]

Address : Karkaria, Niamatpur, Niamatpur, Naogaon - 6520.
City : Naogaon
Website : ndc.edu.bd

SECONDARY SCHOOL CERTIFICATE

Manda Thana Ideal Girl's School and College [2013-01-01 - 2015-05-30]

Address : Boropoy, Prosadpur, Naogaon
City : Naogaon

Website :

MECHANICAL ENGINEERING

UNIVERSITI TEKNOLOGI MALAYSIA [2023-02-01 - Continue]

Address : Malaysia

City : 81310 Skudai, Johor

Website : <https://www.utm.my/>

DIPLOMA IN ENGINEERING EXAMINATION

Dhaka Polytechnic Institute, Dhaka [2016-06-01 - 2021-02-28]

Address : Dhaka

City : Dhaka

Website : <https://dhaka.polytech.gov.bd/>

SECONDARY SCHOOL CERTIFICATE EXAMINATION

Kalaroa G. K.M. K.Pilot Secondary School [2014-01-01 - 2016-05-11]

Address : JESSORE

City : JESSORE

Website :

BUSINESS STUDY

Dhaka University [2021-09-01 - Continue]

Address : Nilkhet Rd

City : Dhaka

Website : <http://www.du.ac.bd/>

SCIENCE

Begum Badrunnessa Government Girls' College [2019-06-01 - 2021-07-01]

Address : Bakshi Bazar

City : Dhaka

Website : <http://www.bbggc.gov.bd/>

SCIENCE

Bawani High School [2017-01-01 - 2020-03-06]

Address : Demra

City : Dhaka

Website : <http://www.bawanyasac.edu.bd/>

BACHELOR OF SCIENCE IN COMPUTER SCIENCE & ENGINEERING

Bangladesh University of Business and Technology (BUBT) [2014-06-01 - 2020-03-30]

Address : Bangladesh

City : Dhaka

Website : <https://www.bubt.edu.bd/>

HIGHER SECONDARY CERTIFICATE (H.S.C)

Banophool Adibashi Green Heart College [2010-06-01 - 2013-03-01]

Address : Bangladesh

City : Dhaka

Website : <https://baghc.edu.bd/>

SECONDARY SCHOOL CERTIFICATE (S.S.C)

Mirpur Bangla Higher Secondary School and College [2008-01-01 - 2010-03-01]

Address : Bangladesh

City : Dhaka

Website :

SECONDARY SCHOOL CERTIFICATE

Dhunat N.U. pilot High School,Bogura [2011-01-01 - 2013-05-09]

Address : Dhunat

City : Bogura

Website :

DIPLOMA IN POWER TECHNOLOGY

Bogra Polytechnic Institute [2014-01-01 - 2017-12-31]

Address : Bogura

City : Bogura

Website :

BACHELOR OF SCIENCE IN ELECTRICAL AND ELECTRONIC ENGINEERING

European University of Bangladesh [2018-01-04 - 2021-09-23]

Address : Gabtoli, Dhaka

City : Dhaka

Website :

BACHELOR OF SCIENCE IN COMPUTER SCIENCE & ENGINEERING

Dhaka International University [2015-08-03 - 2019-11-13]

Address : Dhaka, Bangladesh

City : Dhaka, Bangladesh

Website : <https://diu.ac/>

DIPLOMA IN COMPUTER SCIENCE & TECHNOLOGY

Feni Computer Institute [2011-12-11 - 2014-12-15]

Address : Bangladesh

City : Feni, Bangladesh

Website : <http://www.fci.gov.bd/>

LANGUAGE SKILLS

Mother tongue(s): **Bengali Bengali Bangla Bengali Bangla Bengali Bengali Bangoli**

Other language(s):

	UNDERSTANDING		SPEAKING		Writing
	Listening	Reading	Spoken Production	Spoken Interaction	
Italian	A2	A2	A2	A2	A2
Malaya	A2	A2	A2	A2	A2
English	B2	B2	B2	B2	B2
Malaya	A2	A2	A2	A2	A2

UNDERSTANDING			SPEAKING		Writing
Italian	A2	A2	A2	A2	A2
Urdu	C1	C1	C1	C1	C1
English	B2	B2	B2	B2	B2
English	B2	B2	C1	C1	B2
Hindi	B2	B2	C1	C1	B2
Hindi					
English	B2	B1	B2	B2	B2
English	B2	B2	B2	B2	B2
English	C1	C1	C1	B2	B2
English	B2	B1	B2	B2	B1
English	C1	C1	C1	B2	B2
English	C1	C1	B2	B2	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

COMPUTER SKILL

Microsoft Word -

Microsoft Excel -

Microsoft PowerPoint -

Data Analysis -

Graphics Designing -

Power BI -

SPSS -

Discovery Lumira -

Discovery Lumira -

SPSS -

Power BI -

Graphics Designing -

Data Analysis -

Microsoft PowerPoint -

Microsoft Excel -

Microsoft Word -

Design & Media, Data & Analysis, Communication & Collaboration, Office & Productivity - Design & Media -

Canva (presentations, posters, social media content) Basic image editing Data & Analysis - Basic data analysis using

Excel (formulas, charts) Report writing and data presentation Communication & Collaboration - Zoom, Google Meet,

Microsoft Teams Online collaboration tools (Google Drive, Dropbox) Office & Productivity - Microsoft Word, Excel,

PowerPoint Google Docs, Sheets, Slides Email & Internet Research Data Entry and File Management

Microsoft Word and Microsoft Excel - I have successfully completed a 3-month professional course on Microsoft Word and Microsoft Excel. I have more than one year of hands-on experience using a laptop and working with computer-based tasks. I am proficient in writing and managing emails, creating content for social media platforms, and writing articles for newspapers.

Design & Media - Canva (presentations, posters, social media content) Basic image editing

Data & Analysis - Basic data analysis using Excel (formulas, charts) Report writing and data presentation

Communication & Collaboration - Zoom, Google Meet, Microsoft Teams Online collaboration tools (Google Drive, Dropbox)

Office & Productivity - Microsoft Word, Excel, PowerPoint Google Docs, Sheets, Slides Email & Internet Research Data

Entry and File Management

MS Office, Programming, Problem Solving, Database, Operating System - Computer Language: C++, php, HTML. Software: WordPress, Microsoft Office. Graphics & Video: Adobe Photoshop, Adobe Illustrator, Wondershare Filmora Marketing: Social Media Marketing, SEO, E-mail Marketing. Operating System: Windows, Linux, IOS. Database: SQL. Typing Skill: More than 50 English words in a minute
MS word,Excel,power point. -

INTEREST

Cooking, Travelling, Watching Movies, Planting Trees, Spending Time with family -

Learning and Teaching -

Exploring -

Marketing -

Travel -

Research -

Reading -

Learning and Teaching -

Exploring -

Marketing -

Travel -

Research -

Reading -

Intelligent transport systems and automotive safety engineering -

Vehicle diagnostics, maintenance, and repair technologies -

Electric and sustainable mobility, energy efficiency, and emissions reduction -

Automotive technology, vehicle design, and manufacturing systems -

Reading books, public speaking, traveling, and listening to music. - I enjoy reading books, which helps me gain knowledge and explore new ideas. Public speaking is a passion of mine, allowing me to communicate confidently. I love traveling to discover new cultures and places, and I find listening to music relaxing and inspiring in my daily life.

Reading, Learning and travelling. - I am highly interested in to research and learning new things of all over the world. Explore new Culture and traditions with travelling.

RECOMMENDATIONS

MD. FAKRUL ISLAM

Assistant Professor, Govt. Shahid Suhrawardy College, Dhaka

Mobile :

Email : fakruldu15@gmail.com

MD. MOTALIB HOSSAIN

Chairman, Govt. Shahid Suhrawardy College, Dhaka

Mobile :

Email : motalibmgt@gmail.com

PROF. DR. RAWNAK ARA

Head of the Department of English Literature, Rajshahi Govt. City College

Mobile : +8801759079550

Email : banalata_rmtncs@live.com

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Head of the Department of English Literature, Rajshahi Govt. City College

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GOLAM MOSTAFA

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