



## Fouzia Faria

📍 **Address:** Dhanmondi 4, 1205, Dhaka, Bangladesh

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🌐 **LinkedIn:** <https://www.linkedin.com/in/fouziafaria/>

👤 **GitHub:** <https://github.com/FouziaFaria>

**Gender:** Female **Date of birth:** 28/09/1998 **Nationality:** Bangladeshi

### ABOUT ME

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I am keen to obtain new skills and training and have a flexible approach to all work situations, and find it easy to adapt.

### WORK EXPERIENCE

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[ 31/08/2021 – Current ] **University research associate**

#### *Daffodil International University*

**City:** Dhaka

**Country:** Bangladesh

#### **Main activities and responsibilities:**

- Gathered, arranged and corrected research data to create representative graphs and charts highlighting results for presentations.
- Planned, modified and executed research techniques, procedures and tests.
- Performed statistical, qualitative and quantitative analysis.

[ 01/05/2021 – Current ] **Executive**

#### *DIU Girls' Computer Programming Club*

**City:** Dhaka

**Country:** Bangladesh

#### **Main activities and responsibilities:**

- Conducted regular meetings with team to discuss issues, concerns and updates.
- Collaborated with back-office team members to facilitate seamless business execution.

[ 01/01/2020 – Current ] **Graphic Designer Intern**

#### *WebBattalion*

**City:** Dhaka

**Country:** Bangladesh

#### **Main activities and responsibilities:**

- Developed creative design for print materials, banners and signs.
- Worked with clients to gather and define requirements, establish scopes and manage project milestones.
- Designed website layouts, templates and unique branded looks.
- Completed in-depth product design tests using updated software tools.

## EDUCATION AND TRAINING

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[ 01/09/2019 – Current ] **Bachelor of Science**

**Daffodil International University** <https://daffodilvarsity.edu.bd/>

**Address:** Ashulia, Dhaka-1341., Daffodil Smart City (DSC), 1341, Dhaka, Bangladesh

**Field(s) of study:** Computer Science and Engineering

**Final grade:** CGPA 3.80 of 4.00

[ 01/06/2016 – 31/07/2018 ] **Higher Secondary School Certificate**

**Viagarunnisa Noon School & College** <https://www.vnsc.edu.bd/>

**Address:** 1/A, New Baily Rd, Dhaka 1000, 1000, Dhaka, Bangladesh

**Field(s) of study:** Science Division

**Final grade:** GPA 5.00 of 5.00

[ 01/01/2014 – 30/04/2016 ] **Secondary School Certificate**

**Viagarunnisa Noon School & College** <https://www.vnsc.edu.bd/>

**Address:** 1/A, New Baily Rd, Dhaka 1000, 1000, Dhaka, Bangladesh

**Field(s) of study:** Science Division

**Final grade:** GPA 5.00 of 5.00

## LANGUAGE SKILLS

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**Mother tongue(s):** Bengali

**Other language(s):**

**English**

**LISTENING C2 READING C2 WRITING C2**

**SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2**

## DIGITAL SKILLS

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### My Digital Skills

Microsoft Office | Microsoft Word | Microsoft Excel | Google Drive | Zoom | Instagram | Social Media | Microsoft Powerpoint | LinkedIn | Skype | Organizational and planning skills | Internet user | Good listener and communicator | Decision-making | Google Docs | Written and Verbal skills | Outlook | Analytical skills | Team-work oriented