

MD: SURUZ KABIR

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Address: Boro Chandrail, Dhamrai, Dhaka-1350



CAREER PROFILE

- Proven track record of raising fund for voluntary purposes even in tough times.
- Expert in carrying out the planning and management of the projects as per the objectives of the organization.
- Excellent in designing and executing the campaign model for different initiatives.
- Excellent in communication and team working skills with ability to drive through challenges.

INTERNSHIP EXPERIENCE

Daffodil International University

POST: Video Editor (Media Lab, Dhanmondi Campus) • **DURATION:** April, 2022 to July 2022

□ RESPONSIBILITIES:

- Editing and assembling recorded raw material into a suitable, finished product ready for broadcasting. The material include camera footage, dialogue, sound effects, graphics and special effects

SCHOLASTIC RECORDS

BACHELOR OF HUMANITIES AND SOCIAL SCIENCE (JMC)

2022

Department Journalism, Media and Communication, Daffodil International University

CGPA: 3.25 in a scale of 4.00

HIGHER SECONDARY CERTIFICATE (HSC)

2016

GPA: 3.67 in a scale of 5.00

Group: Humanities, Dhamrai Govt. College

SECONDARY SCHOOL CERTIFICATE (SSC)

2014

GPA: 4.31 in a scale of 5.00

Group: Business, Dhamrai Hardinge High School

LEADERSHIP

- | | |
|---------------------|--|
| • Coordinator | Raised 5,47,000 BDT & donated to 395 students during this corona Pandemic, JMC |
| • Campus Ambassador | Communication Club, Daffodil International University |
| • Former Secretary | LEO Club of Parijat Dynamic |
| • Former Volunteer | Volunteer for Bangladesh |
| • Founder | Dhamrai Students Welfare Association |

SEMINARS:

- Rise Above All, Speakers: Rubaba Dowla, Tahsan Khan, Zara Mahbub
- Bangladesh Youth Fest, Bangladesh Brand forum
- Career conference, Youth Club of Bangladesh

AREA OF SPECIALIZATION

- Leadership
- Emotional Intelligence
- MS Office
- Communication Skills
- Team Player
- Ability to meet deadline & work under pressure
- Active listening
- Critical Thinking and Problem solving
- Negotiation & Persuasion
- Strong work Ethic

LINGUAL CAPABILITIES

- Bangla Mother Tongue
- English Professional working proficiency

INTERESTS

- Travelling & culture exploration
- Community Service & Volunteering
- Reading Newspaper

PERSONAL INFORMATION

- Date of Birth 6th March, 1999
- Marital Status married
- Nationality Bangladeshi (By Birth)
- Blood Group O+ (ve)
- Permanent Address Boro Chandrail, Dhamrai-1350, Dhaka, Bangladesh

REFERENCES

Professor Dr. Sheikh Shafiul Islam

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Md. Feroz Kabir

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