

Rufaida Sarwar

Student

Education

Independent University, Bangladesh

2022-current

B.Sc. in Biochemistry and
Biotechnology.

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DHAKA1203

South Point School &College

2021

Higher Secondary
Examination (HSC)

Professional Summary

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

Skills

- Reading assignments
- Detail-orientated
- Proofreading and editing
- Course material preparation
- Assignment monitoring
- Microsoft word
- Microsoft PowerPoint
- Teamwork

Experience

Research Assistant

**CSE Department, Independent University,
Bangladesh, September 2023 - current**

- Wrote reports to summarize data and implications of results.
- Followed up with research study participants to acquire additional data or resolve data inaccuracies.
- Created presentation slides and posters to help researchers present findings.
- Set up, calibrated and maintained field or laboratory equipment as per study requirements.
- Maintained accurate records of interviews, ethically maintaining confidentiality of subjects

Hobbies

- Painting
- Calligraphy
- Travelling
- Videography

Language Skills

- English
- Bangla

Voluntary Works

- Worked as a Volunteer in IUB film Club orientation, Summer 2023.

Student on Duty

Independent University, Bangladesh, September 2022- current

- Give back to community by volunteering with [Type] organization.
- Assisted course teacher by helping organize spaces, pass out materials and answer questions about course material.
- Developed keen interest in my major subject and worked with instructors to formulate optimum career pathway.
- Completed assignments, special projects and group work on time and achieved good marks.
- Fulfilled demands of work-study placement with [Type] organization, building deeper understanding of field and gaining professional experience.

Accomplishments:

Secured 2nd position in the Wall Magazine group segment in the 6th National English Carnival powered by THE DAILY STAR.