

FATIN ANJUM AISHEE

PROJECT SPECIALIST

Peelkhana, Dhaka | fatinanjumaishee@gmail.com | +8801733513010 | [Fatin Anjum Aishee](#)

Experienced in project management, creative content writing, and human resources, I excel at leading teams, solving complex challenges, and delivering impactful results. With strong skills in editorial management, strategic content creation, and event organization, I bring a dynamic approach to every project.

PROFESSIONAL EXPERIENCE

Team Administrator | [Singleton Space PR Firm](#) (Part-Time)

Dec 2024-Present

- Generated 940+ leads within first 4 months of taking over.
- Manage external and internal communication, including extensive research for acquiring clients.
- Handling Content Management System across the company website, LinkedIn, and other social media handles.

Operations Manager | [Dulles Global Investment](#) (Part-Time)

May 2024 - Sept 2024

- Conduct day to day project coordination and implementation across foreign interns.
- Ideate outreach approaches and channels for client searches.
- Conduct performance evaluation and planning for interns across Agriculture and Housing Industry.

Head of Editorial | [Spill the Tea](#) (Part-time)

Apr 2020 - January 2025

- Proof-reading, editing and planning all contents of the page.
- Audience engagement and social media handling.
- Formulated a content calendar and content plan to achieve 10k Likes on the page.

ACHIEVEMENTS

- On-campus Champion** | Hult Prize Jahangirnagar University 2023
- Participant** | Hult Prize Regional Summit Mumbai 2023
- Champion (Novice)** | IUT IV 2023 (Inter-Varsity National Debate Tournament) 2023
- Champion (English)** | Speak to Lead Intra-Varsity Public Speaking Competition 2023
- Participant (Bootcamp)** | Battle of Minds 2024

VOLUNTARY EXPERIENCE

SPARKS | [Unilever Bangladesh](#)

- Created promotional reels with 1,000+ views in 2 days, boosting Unilever's campus engagement.
- Shared real-time feedback and insights to help tailor Unilever's campus strategies.

Campus Delegate | [The Business Standard](#)

- Delivering content and feedbacks on ongoing projects.
- Ensuring representation from institute in terms of participation and information collection.

General Manager (Branding & Digital) | [IBA-JU Business Club](#)

- Spearheaded content planning for "[Breaking Brand 2024 & 2025](#)," a national brand-building competition.
- Hosted daily sessions, including keynotes, and managed end-to-end content execution.
- Strategized content to drive club page's follower growth toward 10,000+.

EDUCATION

Bachelor of Business Administration (BBA)

2022-Present

Institute of Business Administration-Jahangirnagar University | CGPA 3.84 (up to 4th semester)

Higher Secondary Completion Examination (HSC)

2019-2021

Birshreshtha Noor Mohammad Public College | GPA 5.00

ADDITIONAL INFORMATION

- Languages:** Bangla (Fluent), English (Fluent), Hindi (Spoken), Korean (Basic)
- Certifications:** Excel Workshop (Communic IBA-JU), [Getting Started with Microsoft Excel](#) (Coursera)
- Tools:** Microsoft Office Suite, Google Workspace, Trello, Notion, Monday.com, Slack, Canva, Loomly