

# Khadija Akter Dina

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Road-7, Block-L, South Banasree, Dhaka, Postcode: 1219 | 01302986671 | ferdouskeya02@gmail.com

## Profile

I am a friendly, dedicated, and hardworking person who enjoys helping others and learning new skills. I am studying for my Honours degree and will complete it next year. I am eager to start my career and gain real work experience. I work well with people, stay positive under pressure, and always try to do my best in every task. I am confident with computers and office work and ready to support the team wherever needed.

## Experience

### TEACHER | LABONI KINDERGARTEN | KISHOREGANJ

- Taught basic subjects such as Bengali, English, Mathematics, and General Knowledge.
- Helped young students learn to read, write, and improve their speaking skills.
- Prepared easy lesson plans and classroom activities to make learning enjoyable.
- Checked homework and classwork, and gave feedback to help students improve.
- Encouraged good behavior, discipline, and respect in the classroom.
- Supported slow learners with extra help and attention.
- Worked with other teachers to plan school events and activities.
- Communicated with parents about students' progress and needs.
- Kept daily records of attendance and classroom performance.

## **Education**

BBA | Session- 2021 | University of Development Alternative| CGPA 3.35

Higher Secondary Certificate (HSC) | Rafiqul Islam College | 2019

## **Skills & Abilities**

**Microsoft Office Suite:** Proficient in Microsoft Word

**Computer & AI Literacy:** General understanding of computers and emerging technologies; proficient in ChatGPT and other AI tools

**Social Media Management:** Experienced in managing and moderating a Facebook page, including replying to messages, posting updates, and maintaining positive engagement

## **Activities and Interests**

Reading books, Traveling, Web browsing, Cultural exploration, Photography, Current affairs and Historical studies