

Kazi Tahiti Tazrian Ruponti

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CAREER OBJECTIVE

To develop a career in an organization with fair working environment that would help to explore my potentials in contributing to the organizational goals while developing my professional skills.

PROFESSIONAL EXPERIENCE

Learning Coordinator

Onupran Early Childhood Development Center

August 2018 to Present

Key Responsibilities:

- Teach the class according to the approved lesson plan.
- Assessing students, track Progress and take corrective measures
- Help to chalk out the operational plans for preschool and ensure that is prepared in time and follow accordingly.
- Activity wise budget develop and submit for approval.
- Participate in collecting quantitative and qualitative research activities related to child development, education and health.
- Assist in the registration and/or admission of the student.
- Assist in monitoring and supervision of the activities of the office staff.
- Help to arrange training and workshops in order to maintain and improve professional competence of the staff.

Intern (Worked in BRAC channel under the supervision of Telenor health)

Telenor Health

January 2018 to June 2018

Key Responsibilities:

- Cross check of daily, weekly and monthly sales.
- Full fill all the requirements of field team with the help of supervisor.
- Update documents (training materials, work schedule, success story, sales pitch etc.)
- Weekly and monthly field visit.
- Communicate daily and weekly basis with tonic agents (field team) and Branch Managers (BRAC) regarding work as well sales and other service and take necessary steps.

- Communicate with CHW (Communicative Health Worker) of BRAC regarding sales and other problems.
- Train CHW (Communicative Health Worker) of BRAC about TONIC packages (digital health package) of Telenor Health.

EDUCATION

2019	MSS in Mass Communication (continuing) University of Liberal Arts Bangladesh C.G.P.A- 3.45
2018	University of Liberal Arts Bangladesh (Dual Major in Language and Literature) C.G.P.A = 3.11
2013	Dhaka Commerce College, Dhaka Group: Business Studies Result: G.P.A = 5.00 Board: Dhaka
2011	Walk-Up High School, Dhaka Group: Business Studies Result: G.P.A = 5.00 Board: Dhaka

RESEARCH & PUBLICATION

- Article on “Positive and negative side of technology”
<https://comtechkazitahiti.wordpress.com/>
- Article on Technology is the power of youth
<https://comtechkazitahiti.wordpress.com/blog/>

DISTINCTIVE QUALITY

- Proven leadership quality as team leader and competently motivated as an Individual or in a group
- Believer in continuous learning.
- Strong Communication and Presentation Skill
- Confidence & Ability to work under pressure.

- Have ‘Can Do’ attitude.

COMPUTER LITERACY

- Proficient on Microsoft Office Programs and Internet Applications
- Good user of internet and related network software.

PERSONAL INFORMATION

- Mother’s Name: Lutfa Yasmin
- Father’s Name: Kazi Ruhul Amin
- Date of Birth: September 24, 1996
- Place of Birth: Dhaka, Bangladesh
- Permanent Address: Village: Charlamchipata, P.O: Radhaballav, Upazila: Daulatkhan, District: Bhola
- Religion: Islam
- Interest: Listening music, reading novels, travelling, etc.

REFERENCES:

Maqsudul H. Khan

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