

JANNATUL FERDOUS

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Address: Road no 1, Kollayanpur, Dhaka.



PROFILE SUMMARY

A dedicated and goal-oriented professional, currently employed as an Assistant Administrative Officer at Daffodil International University (DIU). Built professional and volunteer experience during working with DIU, Admission.ac, and different social welfare organizations, like British council Bangladesh, Democracy Watch etc. Also awarded in 2nd English Olympiad.

EXPERIENCE

- **DAFFODIL INTERNATIONAL UNIVERSITY (DIU)**
Assistant Administrative Officer: November 2021 – Present
 - Confirmed placement of 200+ DIU students
 - 1000+ industry linkage
 - Organized 5 On-Campus Spot Recruitment
 - Organized 4 Central Event of DIU
 - Organized Future-Nation DIU Job Utsob-22 as Core Team
 - Organized National HR Summit-2023; Smart Bangladesh for Smart People
 - Organized a Summit on 4th Industrial Revolution
 - Worked on Student Counselling & Grooming
 - Coordinating Core Administrative Work
- **ADMISSION.AC**
Student Associate, August 2021 – November 2021
 - Student counselling regarding exchange program
 - Successfully communicated with foreign universities regarding admission of Bangladeshi students

EDUCATION

- **JAHANGIRNAGAR UNIVERSITY- PUBLIC ADMINISTRATION (2023)**
Master in Human Resource Development & Industrial Relationship, CGPA: 3.53
- **DAFFODIL INTERNATIONAL UNIVERSITY, DHAKA (2021)**
BA hons. in English Language & Literature, CGPA: 3.42

SKILLS

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|-----------------------------------|--------------------|-------------|
| • Microsoft Office | • Google Workspace | • Reporting |
| • E-mail template & Banner design | • Time management | • Anchoring |

REFERENCES

Mohammad Nuruzzaman
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Liza Sharmin
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