
Sanghita Dutta

158/1, Azimpur dayera shariff road, Dhaka-1205.

Contact Number - +8801762428005

Email – sanghitasetuip@gmail.com

Date of Birth – 3rd November,1995



Career Objective

Achieving a dynamic and challenging job where I can utilize my interpersonal skills, creativity, learning experience and working experience to develop my career as well as to dedicatedly contribute in the welfare of the organization and the society.

Knowledge and Experience

Material Developer

Life Skills/GIEP (Guideline for Informal Education Program, Rohingya Refugee Children)

BRAC Education Program (BEP), BRAC (from March 2020 to October 2020)

- Develop and research knowledge & life skill-based contents, curriculum related supplementary materials for Rohingya children.
- Develop training manual & facilitate it on materials for related staff and teachers.
- Conduct workshop give presentation to donor as per the need.
- Regular follow up, monitoring and other responsibilities to identify the improvement areas and ensure the quality of programme.

Educational Qualification

- **BRAC University** (fall 2020 - present)
Masters in Procurement and Supply management (MPSM)
- **Ahsanullah University of Science and Technology** (November 2013 – January 2018)
Bachelor of Science in Industrial and Production Engineering (IPE), CGPA: 3.443 / 4.0
- **Dhaka City College** (year- 2012)
Higher Secondary Certificate, in Science Background, GPA: 5.0/5.0
- **Udayan Higher Secondary school** (year- 2010)
Secondary School Certificate, in Science Background, GPA: 5.0/5.0

Core Competencies

Operation Management, Supply Chain Management, Six sigma, Lean Manufacturing, Quality Management, product design and development, Kaizen, 5S.

Activities and Voluntary

- Participate in various cultural program and sports events throughout my academic life
- Organize different events like cultural program, sports events, saraswati puja, art exhibition, blood donation camp
- Organize girl's tournament from AUST sports club

Achievements

- Won 70% scholarship in International supply chain education alliance "Ptak prize competition"
- Participated in Inter University Agro Supply Chain competition and ended up as a finalist
- Secured 1st runner up place in badminton in intra university girl's tournament

Software Skills

Office Application – Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Prezi
Good at typing in both English and Bengali.

Key Strength

- Communication: Good at communicating skill
- Flexibility and Adaptability
- Learning agility: Quick learner
- Critical thinking – Decision making skills
- Positive attitude
- Good at teamwork

References

Mehedi Hasan Babu

Assistant Manager, Skills Development
Organization: BRAC
Cell: +8801713158327
Email: mehedi.babu@brac.net

Salma Parvin

Sr. Sector Specialist, Education Programme
Organization: BRAC
Cell: +8801817040850
Email: salma.p@brac.net

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experiences. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Sanghita Dutta