

Precila Doris Ojha

Willing to serve in a responsible position at a well-structured institution honestly and responsibly and apply acquired skills to enhance institutional efficiencies.



Academic Qualification:

- O' level from BACHA English Medium School in 2012
- GED (American High School Diploma) from Mentors' in 2015 (Dhaka)
- Completed Bachelor of Arts in English and Humanities with a Minor Concentration in Media Studies and Journalism at University of Liberal Arts Bangladesh on 23rd September 2019

Experience Board

Work Experience:

Employer: BetterStories Limited
Designation: Project Management Associate
Timeline: November 2020- Present
Job Description:

- Delivers projects to successful completion in alignment with strategic and operational goals through planning, coordinating, and managing enterprise resources to achieve desired project outcomes
- Facilitates regular meetings, following up on tasks/issues, and transferring important information to senior management
- Develops and executes project work plans as well as provide guidance to staff as needed on different projects

Employer: BetterStories Limited
Designation: Social Media Associate
Timeline: March 2020- November 2020
Job Description:

- Works with team members and project leads to create and coordinate social media campaigns in social media channels: Facebook, LinkedIn, Instagram, Twitter and Medium in order to achieve project goals and to maintain a strong brand image
- Uses timelines and weekly scheduled content plan to create a consistent stream of new contents for audience interaction by engaging through interactive and authentic content in various forms like visual. Video. Live video, GIFs, polls, articles and blogs
- Works on the content writings involving blogs, brochures, articles and emails for projects of the company

Employer: Mentors' Kalabagan
Designation: Spoken English and Phonetics Instructor
Timeline: February 2017- December 2018
Job Description:

- Execute lessons efficiently using different styles of teaching depending on the content.
- Engage students to ensure a lively classroom atmosphere.
- Instruct students about the structure and content of the English language.
- Teach students the spelling of words, and their meanings.

Employer: William Carey International School

Designation: Part-time Subject teacher (Biology, English, Maths and Geography)

Timeline: June 2015- June 2016

Job Description:

- Develop curriculum to meet developmental goals and instructional activities
- Prepare lesson materials, grade papers, manage the classroom, and evaluate and give feedback to students
- Exercise open and respectful communication with families, co-workers, supervisors, and other school staff
- Measure progress and accomplishments of students towards their academic achievements on a regular basis and provide progress reports as required

Volunteering Experience:

- Have worked as an MC in various programs held at University of Liberal Arts Bangladesh (ULAB) centrally, clubs and departments
- Worked as a Communication Secretary in ULAB Model United Nations Association from September 2018- 2019
- Worked as the head of the Hospitality team in ULAB Biz Wizards 2019: National Inter College Management Fest held on 7th and 8th March, 2019 at University of Liberal Arts Bangladesh (ULAB)
- Worked as the Director of Delegations Affairs in ULAB Model United Conference 2018 held on 5th and 6th April, 2018 at University of Liberal Arts Bangladesh (ULAB)
- Volunteered in the 5th ULAB Convocation Program in February 2019 and 4th ULAB Convocation Program in December 2016
- Worked as an Author Volunteer at the Dhaka Lit Fest 2018 held on 8-10 November 2018 and Dhaka Lit Fest 2015 held on 19-21 November 2015 at Bangla Academy, Dhaka

Workshops and Courses Attended:

- Attended the Advanced Certificate for Management Professionals by University of Business Administration, University of Dhaka from June 2020 – September 2020
- Have successfully completed a teaching workshop at Scholastica Junior, Dhanmondi Branch, Dhaka
- Have attended a 3-month internship program being a representative of the English Department of University of Liberal Arts Bangladesh at Scholastica Junior, Dhanmondi Branch, Dhaka from June- August 2017

Achievement:

- Received The Duke of Edinburgh's International Award (Silver) in December 2017 and The Duke of Edinburgh's International Award (Bronze) in October 2016

Language Competency:

- Bangla: Mother Tongue
- English: Fluent in both speaking and writing

Skills:

- IT Skills: MS Word 7, MS Powerpoint
- Quick learner and keen to learn
- Able to work under pressure
- Event planning and coordination
- Volunteer supervision
- Documentation
- Administrative support

Personal Information :

- Name: Precila Doris Ojha
- Residential Address: 40 Monipuripara, Tejgaon, Dhaka-1215
- Religion: Christianity
- Date of Birth: 23rd August 1996
- Marital Status: Unmarried

Contact address:

- Cell Phone: +8801742855735
- Email: preciladoris23@gmail.com

Reference:**Mehdi Rajeb**

Assistant Professor
University Of Liberal Arts Bangladesh
(ULAB)
E-mail: mehdi.rajeb@ulab.edu.bd
Cell: (+88) 01711404541

Rajia Sultana

Senior Lecturer
Center for Language Studies
University of Liberal Arts Bangladesh
E-mail: rajia.sultana@ulab.edu.bd
rajiadisha09@gmail.com
Cell: (+88) 0191103761

Declaration of Applicant:

I declare that the information I have given in this CV is truthful, complete and correct.

PRECILA DORIS OJHA

Applicant
Cell: +8801742855735
Email: <preciladoris23@gmail.com>