

## HRIDITA ISLAM

Current Address: 675/A, West Shewrapara, Mirpur, Dhaka  
Mobile : 01915894534  
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### **Career Objective:**

With my knowledge and inherit talent want to overcome all the challenges at any stage of my life and prove myself as a quick learner and energetic person. My excellent communication skill allow me to work proficiently in a team as well as individual

### **Career Summary:**

A multi-skilled copywriter with good all-round writing and creative expertise. Very capable with an ability to identify and then deal with a client's needs and then translate them into crisp, compelling, creative and informative copy. Capable to produce copy write for products that will have a real impact on the lives of people. Having excellent interpersonal skills, a good communicator, emotionally mature calming and positive temperament with an understanding disposition.

### **Employment History: Total Year of Experience : 4 Year(s)**

#### **1. Creative Copy writer ( March 1, 2013 - Continuing)**

**Ad HQ Ltd.**

Company Location: 85/A, New Eskaton Road, Dhaka

Department: Creative Department

#### **Duties/Responsibilities:**

- Writing short focused, concise and engaging material for different clients.
- Promoting a clients brand image in the best possible way.
- Involved in writing for campaigns and Writing TVC.
- Presenting various options to clients, samples elaborate idea or concept, translate the necessary documents.etc.
- Working in a range of different writing styles across various platforms.
- Working with a talented mix of designers, writers and account managers.

#### **2. Report Writer Executive ( April 12, 2012 - February 25, 2013)**

**Tiens Group**

Company Location : House # 41, Road # 24, Gulshan-1, Dhaka 1212, Bangladesh

Department: Education & Promotion Department

#### **Duties/Responsibilities:**

- Editing product materials,

- Translating Bengali, English and Vice Versa

### 3. Research Assistant ( November 11, 2010 - April 14, 2011)

#### **London School of hygiene and Tropical medicine**

Company Location : London

Department: Research

#### **Duties/Responsibilities:**

Conducting interview, interpreting language, translating, typing

#### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters in English Language	English	Khulna University	CGPA:2.77 out of 4	2012	1 year
B.A hons. in English literature and language	English	Khulna University	CGPA:2.63 out of 4	2011	4 years
H.S.C	Bussiness studies	Govt.M.M. City college, Khulna	CGPA:4.3 out of 5	2005	2 years
S.S.C	Business studies	Govt. Coronation Girls High School, Khulna	CGPA:4.25 out of 5	2003	-

#### **Specialization:**

<ul style="list-style-type: none"> <li>▪ Creative Copy writing</li> <li>▪ News Editing</li> <li>▪ Translation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Visualization</li> <li>▪ Art Direction</li> <li>▪ Documentation</li> </ul>
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#### **Language Proficiency:**

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High
Hindi	-	-	High

#### **Computer Literacy**

Document Editing Package and Basic Computer Application	: MS Word , Adobe Acrobat ,Web Browsing, Basic operating System (windows: 97, 2003, 2007, 2010, XP) Operation, Vista, Windows 7
Spread Sheet Analysis and Database Application	:MS Excel, MS Power Point.

Typing	Bengali and English ( both Bijoy and Avro keyboard)
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#### **Extra Curricular Activities:**

- Organized and performed in various cultural programs in Khulna University.
- Anchoring. Acting, Delivering speech
- Writing (both poem & Story)
- Volunteer in various programs arranged by Prothom Alo bandhu Shova, Khulna.
- Volunteer in Programs of Oparajeyo Bangladesh, a prominent NGO, in Bangladesh
- Youth representative in Youth conference at Sheikh Hasina Youth centre, Savar, Dhaka, 2012 on behalf of Khulna University
- Concept and design developer of ONE Bank Calendar 2014, and 15th year anniversary celebrating program of ONE Bank limited.
- Concept and design material developer of the School based Science Competition Based program 'IGNITE' arranged jointly by The Daily Star & Grameen Phone Company
- Concept writer of TVC of Energypac LED light airing on various national television in Bangladesh

#### **Personal Details :**

Father's Name : S.M.Rabiul Islam  
 Mother's Name : Selina Islam  
 Date of Birth : May 28, 1988  
 Gender : Female  
 Marital Status : Married  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : 100, Sheikpara, main road, khulna

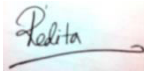
#### **Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>	<b><u>Reference:03</u></b>
Name :	ARM Mostafizar Rahaman	MD. Hasanul Millat	Kabir Hossain Taposh
Organization :	Khulna University	Tiens Group	<b>Ad Head Quarter (AHQ) Ltd.</b>
Designation:	Associate Professor	Manager ( Training & education Department)	Managing Director
Address:	English Discipline, Khulna University	Tianshi (bangladesh). Gulshan 1, Dhaka	85/A, New Eskaton Road, Dhaka
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Relation:     Academic                      Professional                      Professional

#### **Declaration**

I, the under signed declare to the best of my belief that, this CV correctly describes my qualification, experience and myself. I understand that willful misstatement described herein may lead to my disqualification or dismissal.



**(REDITA ISLAM)**

Date: 15/11/16