

# Rezwana Karim

Digital Business & Communication Graduate

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## PROFESSIONAL SUMMARY

Motivated English Literature graduate with strong communication, research, and presentation skills, seeking a Digitalyst Internship at Banglalink. Experienced in supporting team-based projects, preparing reports and presentations, and working with digital tools in collaborative environments. Passionate about digital business, employer branding, and continuous learning.

## EDUCATION

### **Bachelor of Arts (BA) in English Literature**

North South University, Dhaka | 2019 – 2024

### **Higher Secondary Certificate (HSC)**

Ideal School & College, Motijheel | GPA: 4.42/5.00 | 2017 – 2018

### **Secondary School Certificate (SSC)**

Ideal School & College, Motijheel | GPA: 5.00/5.00 | 2015 – 2016

## KEY SKILLS

- Written & verbal communication (English & Bangla)
- Face-to-face & virtual collaboration
- Research, reporting & documentation
- Presentation & content preparation
- Microsoft Word, PowerPoint, Excel
- Google Docs, Sheets & Slides
- Multitasking & time management
- Digital tool awareness

## RELEVANT EXPERIENCE

- Conducted academic research and prepared structured reports
- Created professional presentations for individual and group projects
- Collaborated with peers on planning, execution, and review of assignments
- Reviewed written content for clarity, accuracy, and improvement
- Managed multiple deadlines while maintaining academic performance

## LANGUAGES

English – Fluent

Bangla – Native

## AVAILABILITY

Available for full-time 12-week internship, workshops, and upskilling sessions.