



Sumaiya Akter

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Career Summary

Seeking a challenging position in a reputed organization to expand and utilize my learning, skills and knowledge. Possess excellent communication skills and have an eye for detail. Flexible to work in any environment as required. A focus on empowerment, sustainable institutions, improved living conditions, employment generation, and malnutrition mitigation.

Volunteer Coordinator at Badhon

(6 February 2017– 21 November 2021`)

Self-Responsibilities:

- As a Volunteer Coordinator at **Badhon**, my role was to oversee the organization's volunteer program and ensure the successful engagement and coordination of volunteers. Here are some key responsibilities and achievements from my experience:
- Conducted regular meetings with volunteers to provide guidance, and ensure they remained on-task and successful in their roles.
- Organized tours for volunteers and donors to showcase the organization's mission, services, and impact in the community.
- Implemented monitoring, management, and motivational strategies to achieve the best possible performance from volunteers.
- Prepared and administered budgets for volunteer operations, consistently meeting targets and effectively utilizing resources.

Development and Training

Child Rights Awareness:

BRAC often works to raise awareness about child rights, educating both children and adults about the importance of protecting children from exploitation, abuse, and neglect.

Negotiation skills:

Negotiation skills training covers techniques for effective communication, active listening, problem-solving, and compromise to achieve mutually beneficial agreements. Participants learn to identify interests, set objectives, and handle conflicts constructively.

Personal Information

- **Father's Name:** Sadek Ali
- **Mother's Name:** Aysha Siddika
- **Vill/ Post:** Shovaganj-5720
- **Upazila:** Sundarganj
- **District:** Gaibandha
- **Date of birth:** 29-10-2000
- **NID Number:** 4214044952

Educational Background

Degree	Institution	Department	Result	Passing Year
Masters Of Arts	Begum Rokeya University, Rangpur.	History And Archaeology		2024
Bachelor of Arts	Begum Rokeya University, Rangpur.	History And Archaeology	CGPA 3.38	2023
HSC	Gaibandha Govt. Woman's college	Humanities	GPA 3.92	2018
SSC	Shovaganj High School	Science	GPA 4.22	2016

Digital Skills

- Microsoft Office (MS Word, MS Excel, PowerPoint)
- Photoshop cc2015,
- Basic Software
- Certificate in Computer Office Application

Soft Skills

- Operational planning
- Funding management
- Financial leadership
- Administrative management
- Learn to Communicate Effectively
- Problem-solving
- Time management
- Decision-making
- Adaptability
- Conflict management
- Leadership
- Openness to criticism

Job Experience

As a Trainer at (ICVGD) Project Since 20th June, 2023 to 26th June, 2024.

As a Zonal Manager at Steadfast Courier Service for 1 (one) year.

Voluntary Work

SILSWA (January 2017– November 2021)

SILSWA is a educational platform for helping learning students. It's a nonprofit organization. Its help to rural students to understand the educational stages. SILSWA is not only for secondary students but also provide guidelines for higher education.

Vice President at **Gaibandha District Association.**

Reference

Md. Yousuf

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