**Sumaiya Akter**

**Address:**Shovaganj-5720, Sundarganj,Gaibandha

**Email:** sumu2001sumaiya@gmail.com

**Cell:** 01704250437

**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 RokeyaUniversity,  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**

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

**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**  Most.Sabina Yesmin

Assistant Professor Assistant Teacher

History & Archaeology Fulchori Senior Alim Madrasha

Begum Rokeya University, Rangpur. 01780951825

01771-6564987 sumaiyashelly@gmail.com

[yousuf.shikder85@yahoo.com](mailto:yousuf.shikder85@yahoo.com)