



# NAFISA SADIA SULTANA

## PERSONAL PROFILE

I am pursuing Bachelor's Degree in Public Administration in University of Dhaka and eager to enhance my knowledge, writing and research skills through meaningful experiences.

## WORK EXPERIENCE

### INTERN in ADMIN & HR

YSSE (Youth School for Social Entrepreneurs)  
February 15, 2020-August 30, 2020

- Performed administrative works, recruitment and selection activities

### Marketing Intern

Centre for Rural Disabled Development (CRDD)  
August, 2021- November, 2021

- Led the team and generated ideas for fundraising and branding
- Wrote contents for website and marketing

### Project Management Associate

Participatory Association to Nurture Development Activities (PANDA)  
Department of Project Development and Coordination  
July 15, 2020 - August, 2021

- Working on reports of project idea generation, project budgeting and the manifestation

### Art Teacher

Transformation Centre  
2017- Present

- Teaching disadvantaged children art and extracurricular activities.

### Intern in Marketing & Communication

Jeeon  
November, 2021- Present

- Making Social Media Contents, generating Icons for posts, assisting in updating website contents, managing FB page and group, generating ideas for branding

### Executive Member

Dhaka University Career Club  
October 2019 - Present

- Assisting in event management

## EDUCATIONAL HISTORY

### University of Dhaka

Public Administration

- CGPA- 3.83 (2nd Year)
- Continuing 3rd year

### Dhaka City College

Science


- GPA- 5

### Mohammadpur Preparatory School & College

Science

- GPA- 5

## CONTACT ME AT

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 Nafisa Sadia


## SKILLS SUMMARY

- Content Writing
- Communication & Research
- Microsoft Excel
- Microsoft Powerpoint
- Ability to work virtually
- Project Management

## AWARDS RECEIVED

 POMAC 2.0 Policy Making Competition, TOP 5 FINALIST among 162 teams

 Champion in Debate Competition  
8th National Annual Quality Management, BSTQM

 1st place (Honors/Master's) in the Essay Competition 2021 on "50 Years of Bangladesh" organized by the Centre for Governance Studies in English category.

## References

Dr. Sadik Hasan  
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