

CV of MST MITHILA AFRIN**OBJECTIVE**

Aspire successful career in reputable dynamic organization valuing hard work, integrity, and utilizing my knowledge, creativity, confidence, and communication skills.

WORK EXPERIENCES

Having more than 5 years professional experiences and sound knowledge in project management and teaching in Bangladesh.

<u>Position</u>	<u>Duration</u>	<u>Organization</u>	<u>Key Responsibilities</u>
• Assistant Teacher	Jan 2023 to Till to-date.	Satipara Government Primary School, Lalmonirhat, Bangladesh.	<ul style="list-style-type: none"> • Taught to primary students. • Preparing questions for examination, performing evaluation and preparing result sheet. • Monitoring & evaluating study progress of students. • Maintaining students profile record. • Conducting action plan. • Attending compulsory trainings. • Performing related works & adhoc tasks provided by school authority. • Maintaining harmonious relationship with fellow teachers/school personnel/parents/stakeholders.
• Upazilla Program Officer	Jan 2019 to Jun 2022.	Basic Literacy Project under Bureau of Non-Formal Education , Ministry of Primary & Mass Education Dhaka, Bangladesh.	<ul style="list-style-type: none"> • Coordinating with local GOVT, NGOs, CBOs, service providers, and community members for successful project. • Coordinating baseline survey, learner selection, center establishment, teacher and supervisor appointments, and basic training in collaboration with DNFE and UNFEC. • Organizing social mobilization, program dissemination, advocacy meetings, etc., at the field level with support from Upazilla Administration, NGOs, and stakeholders.

PERSONAL INFORMATION

- Date of Birth : 27th Sep,1990
- Marital Status : Married
- Nationality : Bangladeshi
- Visa Status : Residence
- Present Address : Dubai, U.A.E.

SKILLS

- Teaching
- Project Management
- Office Administration
- Customer Service

LANGUAGE PROFICIENCY

- English : IELTS Score 6.5
- Bengali : Speaking, Reading, Writing
- Arabic : Reading
- Hindi & Urdu : Speaking

HOBBIES

- Painting
- Cooking
- Browsing Internet
- TV watching
- Reading Story books
- Cycling
- Traveling

ACADEMIC QUALIFICATIONS

- **Masters of Science (Soil Science, 2015)** - Bangladesh Agricultural University, Mymensingh. Bangladesh. (Score CGPA- 3.91 out of 4.00.)
- **Bachelor of Science (Honours) (Agriculture, 2014)** - Bangladesh Agricultural University, Mymensingh, Bangladesh. (Score CGPA- 3.71 out of 4.00).

COMPUTER LITERACY

- **Basics of MS Office** -Graduate Training Institute, Mymensingh, Bangladesh. (Jan 2012 -June 2012)

PROFESSIONAL TRAININGS

<u>Organization</u>	<u>Course Name</u>	<u>Period</u>
• Ministry of Primary & Mass Education	National Curriculum 2021(Primary Level)	Jan 2022 – Mar 2023
• Bangladesh Agricultural University	Extension Field Trip	May 2013