



Dowlatunnesa .

Date of birth: 11/01/1999

Place of birth: Barishal, Bangladesh

Nationality: Bangladeshi

Gender: Female

CONTACT

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ABOUT ME

To serve in responsible administrative at a well-structured origination and successfully apply acquired managerial and interpersonal skills to enhance organizational efficiencies.

EDUCATION AND TRAINING

Barishal, Bangladesh

● **Masters of Business Administration (M.B.A)** Govt. B.M College, Barishal

Passing Year : 2022

Subjce: Management

University: National University

Final grade 3.09 (Out of 4.00)

Barishal, Bangladesh

● **Bachelor of Business Administration B.B.A (Hon's)**

Passing Year : 2021

Subjce: Management

University: National University

Final grade 2.89 (Out of 4.00)

Barishal, Bangladesh

● **Higher Secondary Certificate (H.S.C)** Amrita Lal Day College, Barishal

Passing Year : 2017

Group: Business Studies

Board: Barishal

Final grade 4.17 (Out of 5.00)

Barishal, Bangladesh

● **Secondary School Certificate (S.S.C)** P.R.C Institution, Barishal

Passing Year : 2015

Group: Business Studies

Board: Barishal

Final grade 4.50 (Out of 5.00)

LANGUAGE SKILLS

MOTHER TONGUE(S): Bengali

SKILLS

Microsoft Office | Microsoft Word | Microsoft Excel | Microsoft Powerpoint | Social Media | Google Drive | Zoom

WORK EXPERIENCE

● **Dowlatunnesa** Shariatpur, Bangladesh

Field Organiger, Brac NGO

02/11/2025 – Current

RECOMMENDATIONS

● **Abdur Rahim Sarder**



Assistant Professor
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Md. Muhit

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