

Subah Binte Kamal

☎ +880 1937740595, +8801973140511

✉ subahmua56@tutamail.com

🏠 Pallabi, Mirpur 11, Dhaka

🌐 <https://www.linkedin.com/in/subah-binte-kamal-1498mua/>



Professional Statement

Motivated and socially aware business graduate with experience in communication, stakeholder engagement, counseling, and documentation support within NGO and education-focused environments. Skilled in public interaction, communication workflows, digital engagement, and community-oriented problem-solving.

Work Experience & Internships

Student Counsellor

Overseas Study Helpline

(April 2026 – Present)

- Conducted one-on-one consultations with students, understanding goals and providing tailored guidance
- Built trust and maintained strong client relationships through clear communication
- Handled inquiries, follow-ups, and decision-making support
- Guide clients through structured processes, improving confidence and clarity

Communications Intern

Integrated Development Foundation (NGO)

(November 2025 – Present)

- Communicated with diverse individuals through digital platforms, addressing queries and providing information clearly
- Maintained consistent engagement with audiences through messages and comments
- Assisted in handling communication workflows and follow-ups
- Developed strong interpersonal and listening skills through real-time interaction

Bank Intern

(July 2025-September 2025)

AB Bank PLC

- Processed financial documents and maintained accurate records of transactions
- Verified client documentation, ensuring compliance with banking regulations
- Assisted in maintaining ledgers and internal documentation systems
- Supported daily operational tasks related to financial services and reporting

Junior 3D artist

(November 2023-February 2024)

Freelance

- Worked under a senior 3D artist on international projects
- Made 20+ product visualization animations on Blender.
- Used Texturing, rigging, and composing for more than 300+ 3D scenes
- Portfolio available: [Behance Portfolio](#)

Education

University of Chittagong

(2021-2025)

Bachelor of Business Administration

CGPA: 3.01 out of a scale of 4.00, **Major:** Banking & Insurance

Memorial University of Newfoundland, Canada (Transferred)

(2019-2021)

Bachelor of Business Administration (BBA)

Government Hazi Mohammad Mohsin College

(2016-2018)

Higher Secondary Certificate (HSC)

GPA: 4.25 on a scale of 5.00, **Concentration:** Business Studies

Aunkur Society Girls' High School

(2014-2016)

Secondary School Certificate (SSC)

GPA: 5.00 out of 5.00, **Concentration:** Business Studies

Extracurricular Activities

Digital Content Creator

(August 2025-present)

Freelance

- Created short-form video content (Reels) and visual posts for audience growth
- Improved engagement through content optimization and trend-based strategies
- Analyzed content performance and adjusted posting strategies accordingly
- Developed aesthetic and brand-aligned visual storytelling content
- Portfolio Available: [Instagram Handle](#)

Certifications & Language Skills

IELTS: 7.5 on a scale of 9

(English Proficiency)

SAT: 1300 on a scale of 1600

(College Admission Test for USA)