

NABILA TABASSUM

Institute of Education and Research (IER)
University of Dhaka



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Address: DC Road, Chandanpura, Chattogram.

PROFESSIONAL OBJECTIVE

A passionate graduate of Dhaka University's Institute of Education and Research, deeply committed to advancing equitable education and social welfare. Aspiring to build a meaningful career focused on applying academic knowledge and practical skills to drive positive change, empower communities, and promote sustainable development.

KEY STRENGTHS

Passion for social impact, Strong communication skills, Team player and collaborator, Problem-solving ability, Organizational skills, Advocacy and leadership.

EDUCATION

Master of Education (MEd) (Pre-primary and Primary Education)	IER, University of Dhaka CGPA- Awaiting Year- 2024-25
Bachelor Of Education (Hons) (Social Science Stream)	IER, University of Dhaka CGPA- 3.52 Year- 2020-24.
Higher Secondary School Certificate (HSC)	Haji Muhammad Mohsin College, Chattogram. Group- Business Studies. GPA- 5.00 Year- 2019
Secondary School Certificate (SSC)	Dr. Khastagir Government Girls High School, Chattogram. Group- Business Studies. GPA- 5.00 Year- 2017

COMPUTER SKILLS

MS Office- MS Word, MS Excel, MS PowerPoint.
Canva, Google Suite, Kobo Toolbox.

WORK EXPERIENCE

1. **Research Assistant at Centre for Injury Prevention and Research, Bangladesh (CIPRB).** (Nov 24 | May 25 | Nov-Dec 25)

UNICEF Bangladesh, in collaboration with UNICEF Innocenti-Global Office of Research and Foresight, conducted implementation research on secondary education curriculum across schools nationwide in Bangladesh.

- Participated in multiple phases of large-scale education research projects, managing field coordination and data collection activities
- Collected qualitative and quantitative data from teachers and students across assigned schools
- Conducted structured interviews using standardized questionnaires
- Coordinated with district and upazila-level education stakeholders and school authorities
- Ensured accurate and systematic data documentation to support final reporting
- Maintained data quality and integrity following established research protocols
- Entered, managed, and verified datasets using Microsoft Excel

2. **Facilitator at EAGLE (Empowering Actions for Girls Leadership and Education) Fellowship Program, Pcycle** (Jan 2025)

Pcycle is a youth-led organization working on climate action, community development, and girls' empowerment; supported by Malala Fund.

- Facilitated interactive leadership, education, and advocacy sessions for female students (Grades 9–10) under the EAGLE Fellowship Program
- Co-facilitated three-hour participatory sessions on education, leadership, gender awareness, and SRHR (Sexual and Reproductive Health and Rights)
- Designed and delivered group-based activities and discussions using creative learning materials to encourage critical thinking, collaboration, and self-expression
- Created a safe, inclusive, and supportive learning environment where students shared experiences, aspirations, and challenges
- Collaborated with teachers and staff to ensure smooth facilitation and active student engagement

Schools Covered:

- Pomgaon High School, Cumilla (19 January 2025)
- Norhoripur Debpur High School, Cumilla (20 January 2025)

3. Academic Internship at Hazaribag Girl's School and College. (July 23- Dec 23)

As part of my academic internship at the Institute of Education and Research (**IER**), University of Dhaka, I had the privilege of gaining practical experience at Hazaribag Girl's School and College. I actively participated in various educational activities aimed at enhancing student learning. Here are some highlights of my internship:

- Attended school regularly for 6 months, gaining hands-on experience in the classroom.
- Successfully taught students of Primary and Secondary classes with integrity, employing diverse teaching-learning methods.
- Became proficient in utilizing new curriculum books to enhance the learning process.
- Evaluated children from different perspectives to ensure holistic development.
- Organized and planned a co-curricular program at the year-end, promoting student engagement and participation.
- Developed expertise in creating lesson plans and teaching aids tailored to student needs.
- Submitted 2 Statistical Analysis Reports and 1 School Report, demonstrating proficiency in data analysis and reporting.
- Prepared and submitted 60 lesson plans and 60 teaching aids to respective supervisors, showcasing dedication and attention to detail in lesson preparation.

4. Co-Ordinator at AHZ Associates. (Sep 21 – Oct 21)

AHZ Associates is one of the leading organizations specialized in international student recruitment and placement for UK Universities. It has several branches in Dhaka, Chattogram, Sylhet and Khulna.

- Field work.
- Documenting client information in word files.
- Communicating with clients about their progress on studying abroad.
- Arranged an Education Expo at Peninsula, Chattogram.

COMMUNICATION SKILLS

Bangla- Native Proficiency

English- Bilingual Proficiency (Fluent in reading, writing and speaking)

Hindi- Fluent in speaking.

PERSONAL STATEMENT

I, Nabila Tabassum, hereby certify that all information stated in this resume is true and complete to my knowledge. If my statement proves false I will be responsible for that. If I get the chance in your organization I will abide by all rules and regulations of the organization.

REFERENCE

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3. Dr. Md. Jahangir Hossain

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