

MERY ARJU

2no. Joynagar, Chawkbazar, Panchlaish, Chattogram

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Career Objective:

Seeking an entry level position as I'm a self motivated person, experienced in communication sector. I've interest in NGO field & want to be connected with any communication based work. I enjoy creative problem solving.

Career Summary:

I have started my career journey as an enumerator at IUCN Bangladesh which focuses on Nature conservation & biodiversity. By this work, I've gained experience in team work, project management, communication with beneficiaries, work with deadline etc.

Special Qualification:

I am determined, hardworking, good at leading, enjoy creative problem solving, easygoing, versatile.

Employment History:

Total Year of Experience: 0.2 yr

1. Enumerator (0.1 yr)

(5 Oct 2023 - 31 Oct 2023)

IUCN Bangladesh

Area of Expertise:

Team Coordination

Duties/Responsibilities:

In this regard I've to collect Field Data daily and Prepare Report on it. Communication with Rohingya beneficiaries on Daily basis in selected camp. Evaluation of collected data with the relevant questionnaire. Writing Comments on Results for clarifying the answers of Rohingya beneficiaries. Also I've to manage whole team during this time. Team leading and coordination of the whole work.

2. Enumerator (0.2 yr)

(18 Feb 2023 - 17 Mar 2023)

IUCN Bangladesh

Area of Expertise:

Daily Report (0.1 yr), Field Data Collection (0.1 yr)

Duties/Responsibilities:

By this work I've got first chance to work with a whole team. Daily basis of data collecting and transferring to supervisor with a absolute report making. Communication with Rohingya beneficiaries on Daily basis in

selected camp. Evaluation of collected data with the relevant questionnaire. Writing Comments on Results for clarifying the answers of Rohingya beneficiaries.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas. Year	Duration	Achievement
Masters of Social Science (MSS)	Communication and Journalism	University of Chittagong	CGPA:3.08 out of 4	2021	1 year	-
Bachelor of Social Science (BSS)	Communication and Journalism	University of Chittagong	CGPA:3.38 out of 4	2020	4 years	Selected for DBBL Scholarship in higher education.
HSC	Business Studies	Alaol Degree College	CGPA:4.83 out of 5	2016	2 years	Selected for DBBL Scholarship in college level.
SSC	Business Studies	Banshkhali Girls' High School	CGPA:5 out of 5	2014	2 years	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Soft Skills Training for Youth	Leadership, Problem Solving, Emotional intelligence, Conflict Management, Identities & power, SRHR & labor rights, Public speaking, Negotiation	USAID Bijoyee Project by Jaago Foundation Trust	Bangladesh	Golpahar Circle, Chittagong	2024	5 Days
Humanitarian Conservation Actions for Biodiversity protection in Rohingya camp	The importance of Nature Conservation, Crisis in Rohingya camp, Way of communication with beneficiaries	IUCN Bangladesh	Bangladesh	Coxs Bazar	2023	2 Days

Professional Qualification:

Certification	Institute	Location	From	To
Soft Skills Training for Youth	Jaago Foundation Trust	Golpahar Circle	July 7, 2024	July 11, 2024

Career and Application Information:

Looking For : Entry Level Job
Available For : Full Time
Preferred Job Category : Media/Advertisement/Event Mgt.,NGO/Development,Research/Consultancy
Preferred District : Chattogram, Cox's Bazar, Dhaka, Feni
Preferred Organization Types : Advertising Agency,NGO,Development Agency,Newspaper/Magazine,Public Relation Companies,Research Organization

Skill:

Fields of Skill
• Good communication skills • Team Leading • Leadership • Project Management • Presentation skill • Problem solving and decision making • Working under pressure • Time Management skills • MS Word/ Excel/ PowerPoint/ OneNote • Content writing

Accomplishment:

Awards/Honors:

1. Best enumerator & Team lead

Issued On: 10/30/2023

For performing genuinely in my field data collection, and transferring it to timely I've been honored as the best enumerator in that time by my Project Manager. Also leading the team nicely also been praised as best team lead by my Supervisor.

Extra Curricular Activities:

-From 2018 to 2020, I have worked as Programme coordinator at the Cultural Club of Communication and Journalism Department, CU.

-From 2019 to 2021, I've volunteered as research assistant for Journalism Based research of my one department's teacher on some selected paper's content collecting.

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High
Bengali	High	High	High
Chittagonian Language	High	High	High

Personal Details :

Father's Name : Surot Alam
Mother's Name : Noor J Han
Date of Birth : 23 Nov 1998
Gender : Female
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Uttar Jaldi, Banshkhali, Chattogram
Current Location : Chattogram
Blood Group : A+

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	Md. Anisur Rahman	Shahab Uddin
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Relation	Professional	Academic