

Ister Jahan

House # 2/4/1, Flat # 4A
Tolarbagh R/A Mirpur 1, Dhaka-1216

Cell: 01632208063

E-mail: isterjahan36@gmail.com



Career Objective :

As a dedicated student of social work with a passion for making a positive impact, I bring strong leadership and communication skills to my work. With a focus on fostering meaningful connections and facilitating understanding, I excel in both verbal and written communication. My ability to actively listen, empathize, and convey complex ideas effectively allows me to connect with diverse individuals and build rapport quickly. Additionally, my experience in leadership roles has equipped me with the skills to inspire and motivate teams, delegate tasks efficiently, and navigate challenging situations with confidence. Whether collaborating with colleagues, advocating for clients, or engaging with stakeholders, I prioritize clear and concise communication and effective leadership to achieve mutual goals and drive positive outcomes.

Self-belief :

I believe in 3 P's - patience, persistence and perspiration. I believe this unbeatable combination will help me to achieve my goal. Moreover, I have strong analytical & interpersonal skills with an ability to work at a high pace on one's own initiative.

Personal Profile :

Full Name	:	Ister Jahan
Nationality	:	Bangladeshi by Birth
Date of Birth	:	19 th March 1997
Father's Name	:	Amran Hossain
Mother's Name	:	Seli Begum
Religion	:	Islam
Marital Status	:	Single
Gender	:	Female
Permanent Address	:	Vill & Post Office : Bhabkhanda Thana : Mirzapur, Tangail

Work Experience :

Consultant

2025 - till now

Texas Overseas Ltd.

House : 18, 1st Floor
Rd : 07, Dhanmondi, Dhaka 1205

Responsibilities:

Implementation Support
Reporting & Presentation
Client Advisory & Strategy

Teamwork
Marketing
Communication

Intern (Social Work)

(Total Duration of 6 months) July
2022

BIRDEM General Hospital 3 Months
122 Kazi Nazrul Islam Ave
Dhaka 1000

Responsibilities:

Urban Social Service 3 Months
Office-5, Azimpur, Dhaka

Workshop assistance
Patient & family support
Care plan collaboration
Multidisciplinary Teamwork
Record keeping & documentation
Needs assessment & resource referral
Patient & family counseling & advocacy

Computer Skills :

Operating System	Proficiency
Windows 10, 8, 7 Vista and XP	Excellent
Applications	Proficiency
Microsoft Word	Excellent
Microsoft Excel	Excellent
Microsoft PowerPoint	Excellent

Languages Proficiency :

Language	Read	Write	Spoken
Bangla	Expert	Expert	Expert
English	Expert	Expert	Medium
Hindi	N/A	N/A	Medium

Educational Qualification :

Name of the exam : **Master's (MSS)**
Institution : Eden Mohila College, Dhaka
Discipline : Major in Social Work
CGPA : 3.43 (out of CGPA scale 4)
Passing year : 2022

Name of the exam : **Bachelor (BSS)**
Institution : Eden Mohila College, Dhaka
Discipline : Major in Social Work
CGPA : 3.28 (out of CGPA scale 4)
Passing year : 2021

Name of the exam : **Higher Secondary Certificate (HSC)**
Institution : Dhaka City College, Dhaka
Board : Dhaka
Discipline : Humanities
CGPA : 4.33 (out of GPA scale 5)
Passing year : 2017

Name of the exam : **Secondary School Certificate (SSC)**
Institution : Banail High School, Tangail
Board : Dhaka
Discipline : Science
CGPA : 4.11 (out of GPA scale 5)
Passing year : 2015

Training & Certification :

Certificate in National Skill Standard Basic Computer Office Application
360 Hours 6 months Course
Skill Development Training Center, Urban Social Services Office-5, Dhaka
Bangladesh Technical Education Board - BTEB

2023

- Internet
- Email
- Microsoft Office
- Typing
- Documentation
- Report Making

Personal Attributes :

- ❖ Systematic at work and self-motivated.
- ❖ Quick learner and have a zeal for learning new things.
- ❖ Have passion for working and dealing with people.
- ❖ Energetic, Dynamic and Challenging.

Interests & Hobbies :

- Reading books
- Gardening
- Watching TV
- Photography
- Discussions & Debates
- Playing games

Reference :

Reference 01

Name : Md. Nahid Raza
Organization : Bank Asia Securities Ltd.
Motijheel Branch
Designation : Head of Finance
Cell : 01711788838
E-mail : rony773@yahoo.com
Address : Hadi Mansion (7th floor)
Dilkusha Commercial Area
Dhaka-1000

Reference 02

Name : Amran Hossainn
Organization : Bangladesh Army
Dhaka
Designation : Retired Warrant Officer
Cell : 01711059994
E-mail : amranhossainwo@gmail.com
Address : House # 2/4/1, Flat # 4A
Tolarbagh R/A, Mirpur 1
Dhaka-1216

Certification

I, the undersigned, certify that to the best of my knowledge and belief, this resume correctly describes my qualifications, my experience and myself. I understand that any willful misstatement described herein may lead to my disqualification of dismissal, if engaged.

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