

# RESUME OF

## REZOWANA BEGUM

### Contact information:

📍 Sunamganj Sadar, Sunamganj, Bangladesh

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### CAREER OBJECTIVE

Aiming to assume a strategic and impactful role in a reputable organization where I can leverage my expertise and experience to drive organizational success, optimize performance, and achieve sustained professional growth.

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### CAREER SUMMARY

Completed **Honours and Masters in Sociology** with experience in **2 organizations/projects** and **2 professional trainings**. Gained practical exposure in field operations, coordination, reporting, and team supervision at project level. Now seeking to transition into a corporate environment to utilize my analytical thinking, communication ability, and quick learning mindset to contribute effectively and grow professionally.

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### SPECIALIZED AREA OF EXPERTISE

- **Social Development, Sociology & Field Research:** Skilled in community engagement with theoretical knowledge of sociology and practical experience in field data collection and social research activities.
- **SAP-Based Data Handling (Basic Operational Experience):** Skilled in basic SAP operations for data entry, processing, and project information management.
- **Data Entry & Database Management (English & Bengali):** Skilled in accurate data entry, updating, and maintaining databases in both English and Bengali.
- **Field Project Coordination & Monitoring:** Proficient in coordinating field activities and monitoring project progress to ensure smooth implementation
- **Lesson Planning, Curriculum Design & Academic Assessment** – Experienced in preparing structured lessons, designing course materials, and evaluating student performance effectively
- **Documentation & Reporting** – Experienced in preparing, organizing, and maintaining accurate documents, reports, and records with attention to detail and confidentiality.
- **HR & Office Administration Support:** Capable of supporting administrative operations including recruitment assistance, onboarding, and maintaining employee records
- **Effective Communication & Presentation Skills** – Skilled at delivering clear, concise messages and confidently presenting ideas to diverse audiences, with strong public speaking expertise
- **Innovation & Creative Thinking** – Proficient in generating innovative ideas and proposing creative solutions to improve work processes, organizational growth, and learning environments.
- **Team Leadership & Supervision:** Skilled in leading and supervising field teams to achieve targets and maintain operational efficiency.
- **MS Office & Data Management** – Highly proficient in MS Office applications for documentation and data analysis tasks.

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### PROFESSIONAL EXPERIENCE

#### Field Officer & District Team Leader

Sunamganj District | Jan 2025 – Oct 2025

#### Beximco Computers Ltd

- Led field teams and supported project implementation, improving coordination efficiency by **30%**.
- Managed data collection and reporting with **95%+ accuracy**.
- Ensured **100% timely completion** of field targets and deliverables.
- Supported stakeholder communication and smooth project execution.

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#### Data Entry Operator (MFSP GD-27)

Beximco Computers Ltd. | May 2024 – Dec 2024

- Entered and managed project data with **99% accuracy**.
  - Supported SAP-based data processing and improved efficiency by **25%**.
  - Ensured timely reporting and documentation with **zero major errors**.
  - Maintained data security and supported daily operations.
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EDUCATION

- **Master of Science (MSS) – Sociology**  
MC College, Sylhet | 2019 | CGPA: 2.95 / 4.00
- **Bachelor of Social Science (BSS) – Sociology**  
MC College, Sylhet | 2018 | CGPA: 3.27 / 4.00
- **HSC – Humanities**  
Sunamganj Govt. College | 2012 | GPA: 4.60 / 5.00
- **SSC – Humanities**  
Sunamganj Girls High School | 2010 | GPA: 4.00 / 5.00

TRAINING & CERTIFICATIONS

- Computer Basic & ICT Application (6 Months)  
Department of Youth Development, Bangladesh | 2018
- Data Entry Professional Training  
Skyline IT Institute, Dhaka |

LANGUAGE PROFICIENCY

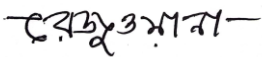
- Bangla: Native speaker with excellent reading, writing, and communication skills
- English: Working proficiency in professional communication, presentations, and documentation

PERSONAL INFORMATION

- Father’s Name: Nurul Hoque Bhuiyan
- Mother’s Name: Rokeya Begum
- Date of Birth: 25 June 1995
- Gender: Female
- Marital Status: Single
- Nationality: Bangladeshi
- Religion: Islam
- Blood Group: A+
- Permanent Address: Sunamganj, Bangladesh

DECLARATION

I affirm that the details provided in this resume are complete, accurate, and presented with full integrity to the best of my knowledge.



signature