



Resume

AYESHA SULTANA

Contact Address:

Flat-2A, House- 37, Road- 3/A,
Sector-9, Uttara,Dhaka-1230 .

Contact Number & mail:

Contact no: +8801836927493
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Career Objective

To work in the educational sector of different private and public universities and colleges of Bangladesh, in the faculty of English to grow rapidly with simultaneous responsibilities that would process my strong enthusiasm to build up the next generation of youth.

Employment Experiences

Total job experience: 5 years+

From January 2020 till date

Dhaka Boys & Girls College (MPO)
Sector-9, Uttara, Dhaka Lecturer, English
Classes: XI, XII

From March 2019- October 2019

BAF Shaheen College, Kurmitola
(English version)
Assistant Teacher, English
Classes: V, VII, VIII, X

From January 2017- February 2019

Uttara City College
Uttara, Dhaka-1230
Lecturer, English
Classes: VIII, X, XII

From October 2015-December 2016

Darul Islah Islamic Institute
Uttara, Dhaka-1230
English Teacher
Classes: V, VI, VII, VIII

From April 2015-August 2015

Cambrian School & College
Internship in Teaching for 3 months.

Duties/Responsibilities:

- Prepared course plans for students, designated various project work, assignments and conducted frequent exams and quizzes for rapid student progress.
- Conducted extracurricular activity classes for growth of students' social and mental development
- Reported student's progress and discussed further window of improvement and opportunities with respective parents.

ACADEMIC CERTIFICATIONS

Master of Arts in English CGPA: 3.50	
Institute:	Jahangirnagar University
Year:	2018
Bachelor of Arts in English CGPA: 3.74	
Institute:	American International University-Bangladesh(AIUB)
Year:	2016
Higher Secondary Certificate (HSC) Group: Science GPA: 3.90	
Institute:	Pubail Adarsha College
Year:	2011
Secondary School Certificate (SSC) Group: Science GPA: 5.0	
Institute:	Uttara High School
Year:	2008.

PROFESSIONAL TRAINING

Basic ICT Training for teachers organize by Bangladesh Bureau of educational Information and statistics (BANBEIS) – 12 days Training (01 June 2021 to 14 June 2021)

COMPUTER PROFICIENCY

Extensive work experiences in MS Office (MS Word, MS Excel, MS Power point), Adobe Photoshop and other skills related to internet.

LANGUAGE PROFICIENCY

Have excellent fluency in English & Bengali both in oral and written form.
Fluent speaker at Hindi

PERSONAL TRAITS & SKILLS

- ▶ Fabulous interpersonal skill, Excellent communication skill & Administered skill to lead, influence and motivate

- ▶ Demonstrated presentation skill, Proven ability to work under pressure and meeting deadlines
- ▶ Outstanding understanding of Business Dynamics and Management & Superb negotiation skill

EXTRA-CURRICULAR ACTIVITIES

- ▶ Member, JU organizing Club.
- ▶ Volunteered at different social programs.
- ▶ Public Relation officer, AIUB SHOMOY Club.
- ▶ Ex- Member, AIUB Performing Arts Club
- ▶ Ex- Member, AIUB Drama Club
- ▶ Ex- Member, AIUB Debating Society& English Club.
- ▶ Ex- News presenter, Radio Today.

PERSONAL FACTS

Permanent Address: House No- 37, Road # 3/f, Sector # 09, Uttara, Dhaka-1230.

- ▶ Father's name : Ataul Haque
- ▶ Mother's name : Marida Haque
- ▶ Date of Birth : 30 December, 1993
- ▶ Sex : Female,
- ▶ Blood Group : O (-)
- ▶ Marital status : Married
- ▶ Nationality : Bangladeshi (by birth)
- ▶ National ID No : 3721377350
- ▶ Religion : Islam (by birth)

REFERENCES

Professor Dr. M. Maniruzzaman

Faculty of English

Jahangirnagar University

Cell: 01711337559

Res- 7744117

E-mail: mmz71@juniv.edu

Anowarul Islam Khan

Principal

Dhaka Boys & Girls College (MPO)

Uttara, Dhaka-1230

Cell:01911206888

DECLARATION

Therefore, I do believe that I am en suite for this post. If given an opportunity, I will bring to bear my best effort to uphold your institution. Please contact me at **01836927493** so that I can dispose to be at your service best of my knowledge and belief.

SIGNATURE & DATE