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## Personal statement

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A driven and conscientious graduate of [redacted] University, a prestigious research university in the United States (Bachelor of Arts received in May 2018). As a double major in Human Resources and Communication (with a specialization in Public Relations), I relish opportunities that involve critical thinking, collaborating with others, and public speaking. Having previously occupied roles in mentoring, journalism, fieldwork, and office administration, I am seeking a position in the field of human resource management that will allow me to further refine my interpersonal and organizational skills.

## Education

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**[redacted] University** **United States**  
(August 2014 – May 2018)

Joint Bachelor of Arts:

- Human Resources
- Communication (Specialization: Public Relations)

**School Dhaka | Dhaka, Bangladesh**  
(August 2012 – May 2014)

International Baccalaureate (High School Diploma):

- Business and Management HL
- English Language and Literature SL
- Environmental Systems and Societies SL
- Mathematics Studies SL
- French ab initio SL
- History SL

**School | Dhaka, Bangladesh**  
(May 2002 – May 2012)

7 IGCSE passes, grade A-C:

- English Language B
- Mathematics B
- Accounting
- Economics
- Commerce
- Bengali
- Bangladesh Studies

## Key Skills

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- Cultural exposure and experience living abroad (having previously lived in Bahrain, Bangladesh, and the United States)
- Proficiency in all areas of Microsoft Office, including Excel, Word and PowerPoint (can construct VLOOKUP and PIVOT tables)
- 91 words per minute typing speed
- Moderate technical proficiency with the ability to learn new applications quickly
- Excellent communication skills, both written and verbal
- Bilingual
  - Native spoken and written proficiency in English
  - Working spoken and written proficiency in Bengali
- Deadline-orientation
- Public Speaking
- Conflict resolution
- Mentoring

## Employment History

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### Data Entry Representative (Contractual Basis) | Architects

*(Nov 2018 – Present)*

Achievements and responsibilities:

- Compiled spreadsheet consisting of lead architect, engineer, and contractor contact and project details of 258 firms
- Accessed multiple databases, websites, and architectural journals to retrieve desired information
- Verified data by cross-referencing collected information with various sources
- Routinely relayed updates regarding projects to superiors

### Administrative Assistant | Dr. [REDACTED], M.D. (Private Practice) | Jersey

*(May 2018 – October 2018)*

Achievements and responsibilities:

- Organized, scheduled and recorded patient appointments
- Answered and directed phone calls from patients
- Responded to patient inquiries via phone and email
- Faxed patient information to medical providers and hospitals
- Routinely maintained confidential information in the form of patient files

### Immersion Program Member | [REDACTED] | Dhaka, Bangladesh

*(August 2017 – September 2017)*

Achievements and responsibilities:

- Selected among hundreds of applicants from several different countries to partake in an informative program concerning

- Brainstormed and actively contributed to discussions involving strategies that aimed to promote sustainability and awareness and reduce poverty in rural areas in Bangladesh by providing loans to villagers who would then proceed to establish small businesses in said areas
- Travelled to villages and other remote areas to interact with small business owners and villagers and examine loan collection data
- Implemented and led final presentation upon conclusion of the program that summarised micro-finance concepts and included potential solutions to combating poverty and similar issues

### **Newswriting Intern | Dhaka, Bangladesh**

*(June 2015 – August 2015)*

Achievements and responsibilities:

- Published pieces on culture, politics, recreation, social media, etc.
- Routinely edited peers' journalism
- Collaborated with co-workers in pitching and brainstorming ideas for upcoming projects
- Accomplished tasks with regard to priority and attention to detail
- Selected to conduct photoshoot for a holiday special magazine

### **High-School Mentor | School Dhaka | Dhaka, Bangladesh**

*(May 2015 – May 2016)*

Achievements and responsibilities:

- Briefed international students on the American college application process and proof-read various essays and applications
- Organized and conducted presentations in front of 30+ Year 12 and Year 13 students
- Held Skype sessions, communicated with, and resolved student questions via email
- Coached students on how to effectively research information and provided helpful links to sites detailing American college rankings, majors and minors offered at different schools, etc.

## **Volunteer Experience**

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### **The Foundation for | Summit, New Jersey**

*(May 2016 – October 2018)*

Achievements and responsibilities:

- Planned and scheduled golf-meets for fundraising events
- Prepared and organized approximately 50 gift baskets per event
- Greeted and directed guests to events
- Escorted guests around venues and handled inquiries
- Photographed various event outings

### **| Dhaka, Bangladesh**

*(August 2012 – May 2014)*

Achievements and responsibilities:

- Fundraising committee member
- Collaborated with peers in event planning and in proposing fundraising initiatives
- Raised over BDT 30,000 (£276) in t-shirt sales at high-school
- Organized and conducted women empowerment and awareness events

## Hobbies & Interests

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I actively partake in most sports, particularly football and volleyball, having previously played in my high-school's basketball, football, and volleyball teams. I am self-taught at guitar, which I often play for practice and enjoyment. Additionally, I like to keep myself up-to-date on current events, most notably British and American politics.

## References

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References are available upon request.