

Curriculum Vitae
Rabia Farzana Quraishi Pini

Current 1/6B, Block-B, Flat:B7
Address Lalmatia
Dhaka-1207



Summary A hard-working and self-motivated graduate student in Public Relations under Media Studies and Journalism; and a minor in BBA. An enthusiastic amateur photographer and painter. Very keen and positive about expanding the collected skills. Pursuing a Master's degree to obtain an in-depth competence as well as sharpen the academic aptitude in the field of development.

Education	2019- till date	United International University, Bangladesh Masters in Development Studies Department of Economics Enrolled in the Academic year 2019, Spring session.
	2013 – 2017	University of Liberal Arts Bangladesh, Dhaka, Bangladesh Bachelor of Social science. Department of Media Studies and Journalism Enrolled in Academic Term Fall 2013 Major in Public Relations Minor in Bachelors in Business Administration (BBA) courses Graduation 2017
	2013	GED (General Educations Development), Dhaka, Bangladesh American High school Diploma
	2012	Oxford International School, Dhaka, Bangladesh Cambridge GCE AS and A-Levels (Science)
	2010	Modern English School, Darjeeling, India ICSE (Indian Certificate of Secondary Education)equivalent to O-Levels (Science)

Work Experience

Communication Coordinator
August 2020- till date
[full time]

Home Media

- Communication Coordinator
Core responsibilities:
 - Handle interpersonal communication
 - Client service (communicating)
 - Draft media statements
 - Data keeping
 - Plan events
 - Translating media content
 - Preparing presentation decks

English teacher
Aug 2018 – December 2019

[Full time]

Tiny Tots and Summerfield International School

- English language teacher and instructor (middle school)
Core responsibilities:
 - Class teacher of grade 7
 - Teaching English language, Grammar and Creative Writing
 - Create lesson plans
 - track student progress and present the information to parents, create tests, create and reinforce classroom rules
 - Coordinate with course coordinator
 - work with school administration
 - prepare students for standardized tests
 - time management

Internship
May – Aug 2017

[Working hours:
40 hours/week]

Maverick Studios

- Creative writing and communication intern
Core responsibilities:
 - Script writing
 - Client service (keeping accounts, communicating)
 - Translating media content
 - Presentation deck preparation
 - Field visiting clients

Part – time
2015 – 2017

[Working hours:
20 hours/week]

Home Media

- Communication Coordinator
Core responsibilities:
 - Client service (communicating)
 - Data keeping
 - Translating media content
 - Preparing presentation decks

Volunteering Experience

Feb.
2016

Event Management Team, ULAB

- Volunteering at the event management team of the department of BBA at ULAB

Nov.
2014

Jaago Foundation

- Volunteered to teach students of grade five and six for three months

Jan.
2013

Oxford Int'l School Graduation Ceremony

- Directed and functioned as the head organizer of the graduation ceremony

- Skills**
- Acquired and implemented introductory skills in Photoshop (Photoshop software) through course project works and in-class assignments
 - Acquired and implemented basic video editing skills (Final Cut Pro software) through course works
 - Obtained knowledge on script writing and storyboard making through course work and practical work experience under terms of internship. Directed a public service announcement (PSA) as project to be submitted for screening in Shilpakala Academy.
 - Acquire skills for translating content from Bengali to English and vice versa.
 - Accustomed to using Microsoft Word, PowerPoint and Excel
 - Good written and verbal communication skills gained through extensive course works, projects, presentations, volunteering and internship job experiences
 - Proficiency in presentations and public speaking, acquired through course work, part-time work and internship experience.
 - Capacity to work in a team as a leader and also as a member as experienced through several occasions of volunteering, course work, part-time work and internship experience
 - Acquire experience on client communication via e-mails, telecommunication and field visits.

- Computer skills**
- Microsoft office Word- highly proficient
 - Microsoft office Power point- highly proficient
 - Microsoft office Excel- elementary
 - Internet – highly proficient
 - Photoshop – elementary
 - Video editing – elementary

- Language**
- Bengali – mother tongue
 - English – highly proficient
 - Hindi – elementary

- English Language Proficiency Test -IELTS**
- Overall score 7.5

Academic Reference

Dr Jude William R Genilo

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Sciences, UIU