**Syeda Q. Student**

PROFESSIONAL PICTURE

House 319, Apt. 2/A, Jhigatola, Dhanmondi, Dhaka

Ph: 01830129304

syeda.student@upmail.com

**Professional Summary**

Undergraduate degree in English with one year of experience in communication roles. Highly literate with strong attention to detail. Good planning and marketing skills. Private sector experience. Familiar with a range of software including WordPress and other content management systems. Leadership roles at the university club level. Experienced in responding to events and media. Used to working under pressure and meeting deadlines. Experienced in team-building and organization.

**Education**

* Eight GCSEs, all at grades A-B (2013)
* A level English (A), French (B), Business Studies (B) (2015)
* BA (Hons) in English, University of Liberal Arts Bangladesh, Dhaka (2019)

**Skills**

* Excellent written and verbal communication skills
* Project management and team-building
* Event organization
* Competent IT skills

**Experience**

Communications Assistant, Magister Saxon Ltd: 2018 – Present

* Writing copy
* Updating blogs and social media
* Proofreading
* Communication with press and media
* Marketing, press releases and external communications
* Internal communications
* Answering phone and email enquiries

**References**

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| 1. Prof. A. B. Teacher

Department of English and HumanitiesUniversity of Liberal Arts Bangladeshab.teacher@ulab.edu.bd | 1. Dr. S.T. Faculty

Department of English and HumanitiesUniversity of Liberal Arts Bangladeshst.faculty@ulab.edu.bd |