



### Career Objective

I'm looking for a job in your prestigious company where I may study and develop my talents with the highest loyalty and in exchange for career advice in a supportive and stimulating work environment.

## Atia Arefin

[atiaarefin90@gmail.com](mailto:atiaarefin90@gmail.com)

+971555281732 (WhatsApp)

Passport Number: A04737631

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### Professional Experience

**Social Media Manager:** New York Tours LLC. (1<sup>st</sup> April, 2022 to Present), United Arab Emirates.

**Regional Manager:** BRAC International (12<sup>th</sup> December, 2020 to 30<sup>th</sup> June 2021), Afghanistan.

**Project Manager:** Brac Humanitarian Crisis Management Program (1<sup>st</sup> June, 2020 to 8<sup>th</sup> December, 2020) Bangladesh.

**Deputy Project Manager:** Brac Humanitarian Crisis Management Program, (27<sup>th</sup> January to 31<sup>st</sup> May, 2020) Bangladesh.

**Coordinator - Advocacy Training and Outreach:** Light House (2<sup>nd</sup> February, 2019 to 31<sup>st</sup> December, 2019) Bangladesh.

**Lecturer:** Bangladesh Association for the Aged and Institute of Geriatric Medicine (BAAIGM) (1<sup>st</sup> November, 2016 to 31<sup>st</sup> January, 2019), Bangladesh.

**USAID Fellow in Bangladesh (04 May, 2014- 31 April, 2015)**

**Teaching Assistance:** North South University, Bangladesh (2013)

### Education

**Master's in Public Health (Major-Epidemiology):** North South University (2014)

**BSc in Physiotherapy:** The Peoples University of Bangladesh (2010)

**Diploma in Medical Billing and Coding:** Alison (2023)

### Computer Skills:

MS Office: MS Word, MS Excel, Power Point.

Digital Marketing & Social Media Management

Analyzing Software-SPSS, End note.

Designing and Editing Application: Canva, Cap cut and many more

### Language Skills:

Language fluency in Bangla, English, Hindi, and Urdu

### Personal Details:

Date of Birth: 01-06-1989

Gender: Female

Nationality: Bangladeshi

### Strength:

- Learning spirit
- Positive motivator
- Good listener
- Multi-linguistic
- Multi-tasker
- Ability to quick decision
- Experienced to remote work handling
- Always striving to improve Outgoing, sociable, forward-thinking, proficient with technology and confident

### Declaration:

*I hereby declare that the above-furnished details are true and correct to the best of my knowledge and belief.*