Sadia Afrin

Email: safrin2468@gmail.com

Date of Birth: August 12, 1995

Jahangirnagar University, Dhaka, Bangladesh

+880-+8801797091080

Career Objective

I am committed to promoting sustainable development and environmental conservation through effective policy-making and governance. My goal is to advance environmental justice, advocate for climate action, and create policies that integrate environmental concerns into development processes. I seek to work with institutions focused on ecological sustainability, collaborative governance, and community-driven solutions to build a resilient and sustainable future.

Education

•Jahangirnagar University, Dhaka, Bangladesh *2023–Present*
Master's in Governance and Development Studies Ongoing

•National University, Bangladesh *2018–2020*
Master of Business Administration (MBA) CGPA: 2.95
Accounting

•National University, Bangladesh *2013–2018*
Bachelor of Business Administration (BBA) CGPA: 3.02
Accounting

•Govt. Hazi Mohammad Mohsin College, Chittagong *2013*
Higher Secondary Certificate (HSC) GPA: 4.00
Business Studies

•City Govt. Girls' High School, Chittagong *2011*
Secondary School Certificate (SSC) GPA: 4.69
Business Studies.0

Experience

•Sunlit Assets Ltd. *May 2024 – Present*
Executive, Operations Dhaka, Bangladesh

– Managed material purchasing, inventory planning, and warehouse efficiency.
– Ensured compliance with legal standards and corporate policies.
– Formulated strategic and operational objectives for efficient workflow.
– Managed budgets, forecasts, and production KPIs.

•Janata Traders Pvt. *Oct 2023 – Apr 2024*
Executive, Operations Dhaka, Bangladesh

– Supported daily office operations and reporting.
– Engaged in coordination and customer-facing roles.

Volunteer Experience

•**Volunteer** Red Crescent Youth Bangladesh *2008–2014*

– Participated in humanitarian campaigns, road safety, and epidemic awareness
– Attended Red Crescent National Youth Camp (2013)
– Trained in Basic First Aid
– Developed leadership, communication, and teamwork abilities

•**Deputy Chief Organizer** Red Crescent Society – Chittagong *2010–2014*

– Organized events and awareness programs
– Provided community health and emergency support
– Participated in disaster response simulations

Skills and Interests

Research Skills: Policy analysis, qualitative research, interview-based data collection, academic writing.
Technical Skills: Microsoft Word, SPSS, Zotero, Excel, Google Scholar.
Languages: Bengali (Native), English (Fluent)
Interests: Storytelling, social development, cultural reporting, journalism, digital media, public communication.
Soft Skills:

- Clear, articulate public speaking and presentation
- News writing & editing capabilities
- Strong sense of news judgment & current affairs
- Effective in live reporting, anchoring, and editorial review
- Skilled in leadership, teamwork, and event coordination
- Confident in voice projection
- Familiar with digital governance, policy analysis, and public communication

Achievements

•**Certificate of Participation** Chittagong University Model United Nations (CUMUNA) *2016*

•**Certified First Aid Provider** Red Crescent Youth Bangladesh *2014*

Languages

•**Bengali** Native Speaker

•**English** Fluent (Speaking, Listening, Reading, Writing)

Hobbies

•**Traveling** Exploring new cultures and countries.

•**Documentaries** Watching documentaries and news analysis.

•**Reading** Interested in global politics and development.

References

•**Tahmina Akther, FCA** *Anwar Group of Industries*
GM, Accounts & Finance
Cell: +8801718574567

•**Mst. Tamalika Sultana** *Jahangirnagar University*
Associate Professor, Department of Government & Politics
Cell: +8801715094046