

Curriculum Vitae

Name: Sumi Akter

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University: Daffodil International University

Career Objective

Dedicated and detail-oriented individual seeking a position as a Facebook Page Moderator. Passionate about maintaining positive online communities, ensuring respectful communication, and supporting brand reputation through effective page management and user engagement.

Education

Bachelor of Business Administration (BBA)

Major: Human Resource Management (HRM)

Institution: Daffodil International University

Relevant Courses: Communication Skills, Digital Marketing, Business Ethics, Consumer Behavior

Skills

- Strong communication and interpersonal skills
- Excellent written English and Bangla proficiency
- Knowledge of Facebook community guidelines and reporting tools
- Time management and attention to detail
- Problem-solving and conflict resolution
- Familiar with Meta Business Suite and Creator Studio

Experience

Online Page Moderator (Freelance)

- Monitored comments and messages to ensure compliance with community rules.
- Maintained positive communication and handled conflicts respectfully.
- Helped increase engagement through interactive posts and audience insights.

Achievements

- Handled online discussions with zero violations.
- Improved page engagement rate during moderation period.
- Recognized for quick response time and teamwork.

Languages

- Bangla — Native

- English — Intermediate (Good reading and writing skills)

Interests

- Social media engagement
- Online community building
- Digital marketing trends

References

Available upon request.