

Nurjahat Tasnim Methe

🏠 **Address:** Gafargaon, Mymensingh

📞 **Mobile:** +880 1628349404



CAREER OBJECTIVE

Results-driven professional with a solid academic foundation in Business Administration and Economics. Skilled in data analysis, strategic planning, and problem-solving to support informed decision-making. Strong communication, leadership, and organizational abilities to enhance operational efficiency and drive continuous improvement. Committed to applying analytical expertise and structured insights to contribute effectively to organizational success.

AREAS OF EXPERTISE

- **Business Strategy & Market Analysis** – Expertise in strategic planning, market research, and economic trend analysis.
- **Data Analysis & Economic Research** – Strong ability to interpret datasets, extract insights, and support data-driven decision-making.
- **Leadership & Team Management** – Experienced in leading teams, delegating tasks, and fostering collaboration for goal achievement.
- **Communication & Stakeholder Engagement** – Excellent verbal and written communication skills for effective coordination and networking.
- **Problem-solving & Critical Thinking** – Skilled in identifying challenges, evaluating solutions, and implementing effective strategies.
- **Project & Event Management** – Proven ability to plan, coordinate, and execute events, workshops, and social initiatives.
- **Time Management & Multitasking** – Ability to manage multiple projects, prioritize tasks, and meet deadlines efficiently.
- **Community Engagement & Volunteer Leadership** – Passion for social work, organizing welfare programs, and driving community impact.

EDUCATIONAL QUALIFICATIONS

Bachelor of Business Administration (BBA) in Economics Gafargaon Govt. College, Mymensingh	Ongoing
Higher Secondary Certificate (HSC) in Humanities Altaf Golantaz Degree College	2018 GPA: 3.32/5.00
Secondary School Certificate (SSC) in Humanities Khairullah Govt. Girls High School	2016 GPA: 4.70/5.00

EXTRACURRICULAR ACTIVITIES

- | | |
|--|---------------------|
| Book Club Member | 2019–Present |
| • Participated in discussions on literature, economics, and social issues, broadening intellectual horizons. | |
| Member — Gafargaon Helpline | 2020–2022 |
| • Assisted in providing emergency support and resources to local communities during crises. | |

- Collaborated with team members to plan and execute community welfare initiatives.
- Enhanced teamwork and problem-solving skills in high-pressure situations.

Youth Leadership Workshops

2020-2021

- Attended workshops on leadership, communication, and personal development.
- Applied learned skills in volunteer roles and academic projects.

Volunteer Coordinator — Hasimukh Foundation

2019-2021

- Organized and led community outreach programs to support underprivileged families.
- Coordinated volunteer teams for fundraising events and educational campaigns.
- Developed leadership and organizational skills while managing resources and timelines.

Cultural Event Organizer — Altaf Golantaz Degree College

2017-2018

- Played a key role in organizing annual cultural festivals and events.
- Managed logistics, coordinated performances, and ensured smooth event execution.
- Demonstrated creativity and event management skills.

Member of College Social Welfare Club

2017-2018

- Organized charity events and donation drives for marginalized communities.
- Promoted social responsibility and empathy through active participation in club activities.

School Debate Club Member

2015-2016

- Participated in inter-school debate competitions, improving public speaking and critical thinking skills.
- Represented Khairullah Govt Girls High School in regional debate tournaments.

Sports Participation (School and College Level)

- Engaged in inter-school and inter-college sports competitions, promoting teamwork and discipline.

LANGUAGES

Bangla: (Native)

English: (Professional Proficiency)

Hindi: (Conversational)

PERSONAL DETAILS

- **Father's Name:** Helal Uddin
- **Mother's Name:** Rabeya khatun
- **Date of Birth:** 04 September 2001
- **Blood Group:** O+
- **Nationality:** Bangladeshi
- **Religion:** Islam
- **National ID:** 1628349404