



Curriculum Vitae of MST MITHILA AFRIN

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OBJECTIVE

Aspire successful career in reputable dynamic organization valuing hard work, integrity, utilizing my knowledge, creativity, confidence, and communication skills.

WORK EXPERIENCES

Position	Duration	Organization	Key Responsibilities
• Sales Cum Administration Officer	Nov 2024 to Jun 2025	Jdiyan International FZE.,Dubai, UAE.	Outlining various responsibilities across different departments. Here's a breakdown: Accounts: <ul style="list-style-type: none">• Receipt voucher preparation and Data Entry.• Petty cash maintenance. Administration: <ul style="list-style-type: none">• Documentation and filing.• Preparing different invoices and packing lists• Coordinating with the manufacturing factory Sales: <ul style="list-style-type: none">• Contacting customers• Following up with customers Logistics: <ul style="list-style-type: none">• Coordinating with shipping agencies• Tracking shipments (ETD, ETA, etc.)
• Assistant Teacher	Jan 2023 to Oct 2024.	Satipara Government Primary School, Lalmonirhat, Bangladesh.	Prepared exams, evaluated students, monitored progress, maintained profiles, attended training, fostered relationships, supported operations, and promoted collaboration.
• Upazilla (Sub-District) Program Officer	Jan 2019 to Jun 2022.	Basic Literacy Project under Bureau of Non-Formal Education , Ministry of Primary & Mass Education Dhaka, Bangladesh.	<ul style="list-style-type: none">• Coordinating with local GOVT, NGOs, CBOs, service providers, and community members for successful project.• Coordinating baseline survey, learner selection, center establishment, teacher and supervisor appointments, and basic training in collaboration with DNFE and UNFEC.• Organizing social mobilization, program dissemination, advocacy meetings, etc., at the field level with support from Upazilla Administration, NGOs, and stakeholders.

ACADEMIC QUALIFICATIONS

- **Masters of Science (Soil Science, 2015)** - Bangladesh Agricultural University, Mymensingh. Bangladesh. (Score CGPA- 3.91 out of 4.00.)
- **Bachelor of Science (Honours) (Agriculture, 2014)** - Bangladesh Agricultural University, Mymensingh, Bangladesh. (Score CGPA- 3.71 out of 4.00).

COMPUTER LITERACY

- **Basics of MS Office** -Graduate Training Institute, Mymensingh, Bangladesh. (Jan 2012 -June 2012)

PROFESSIONAL TRAININGS

Organization	Course Name	Period
• Ministry of primary & mass education	National curriculum 2021(primary level)	Jan 2022 – Mar 2023
• Bangladesh Agricultural University	Extension Field Trip	May 2013

PERSONAL INFORMATION

- Date of Birth : 27th Sep,1990
- Marital Status : Married
- Nationality : Bangladeshi
- Visa Status : Residence
- Present Address : Dubai, U.A.E.

SKILLS

- Sales
- Teaching
- Project Management
- Office Administration
- Customer Service

LANGUAGE PROFICIENCY

- English : IELTS Score 6.5
- Bengali : Speaking, Reading, Writing
- Arabic : Reading
- Hindi & Urdu : Speaking

HOBBIES

- Painting
- Cooking
- Browsing Internet
- TV watching
- Reading Story books
- Cycling
- Traveling