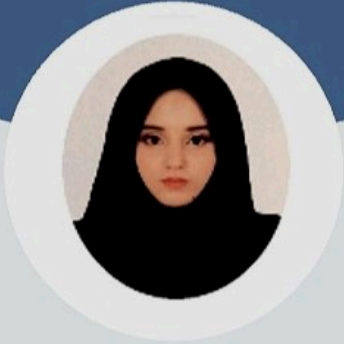



Muntaha Farzana Binte Enayet (Alvee)

Determined to achieve goals.




Personal details

 Muntaha Farzana Binte Enayet (Alvee)

 mfalvee@gmail.com

 +8801730950272

 Dhaka, Bangladesh

 Female

Skills

Microsoft Word

Access

Outlook

Power Point

Excel

Google G-Suit

Problem solving skills paired with emotional intelligence

Confident in decision making

Good Critical Thinker

Adaptability

Able to multi-task

Self - Motivated

Profile

A reputable English Language teacher since 2015. My cross-cultural experience, and dedication to excellence enable me to contribute effectively for team success and organizational growth of students.

Dynamic marketing professional with a strong background in international business and a proven track record in driving brand awareness and executing successful campaigns. Skilled in global market analysis and client engagement, I bring a strategic approach to generating impactful results and expanding market reach.

Education

Bachelor of Business Administration

Independent University, Bangladesh (IUB), Bangladesh

Major: International Business and Marketing

- Understanding of global business environments and cross-cultural communication.
- Proficiency in market research and data analysis for strategic decision-making.
- Development of brand promotion strategies and effective advertising techniques.
- Skills in product innovation and entrepreneurial thinking for business growth.

Bachelor of Business Administration

University Tunku Abdur Rahman, Malaysia

Major: International Business and Entrepreneurship

- Understanding of global business environments and cross-cultural communication.
- Skills in product innovation and entrepreneurial thinking for business growth.

Foundation

KDU University Malaysia, now renamed as University of Wollongong Malaysia, Malaysia

Major: International Business and Entrepreneurship

Advanced level

Sir John Wilson School

Subjects: Maths

Ordinary Level

International Turkish Hope School

Subjects: Pure Maths, Maths, Physics, Biology, Human Biology, Chemistry, English, Bangla, ICT

Employment

Marketing Executive

M and M Associates Limited

- Developing efficient and intuitive marketing strategies
- Organizing and oversee advertising/communication campaigns, exhibitions and promotional events
- Conducting Analysis to evaluate trends, brand awareness and competition ventures
- Implemented lead generation strategies to increase customer acquisition

Foreign Product Procurement and Sourcing Officer

M and M Associates Limited

- Make professional decisions in a fast paced environment
- Understanding and working with global market
- Presentation of goods to clients

Languages

English

Turkish

Hindi

Urdu

Bahasa Melayu

Hobbies

■ Photography

■ Cooking

■ Traveling

- Negotiated contracts with international vendors to secure favorable terms

Private tutor

Coaching centers in Kuala Lumpur and Dhaka, Malaysia and Bangladesh

- IELTS, PTE, SAT candidates
- Spoken
- General English Fluency
- O and A Level candidates' - English First Language - English Second Language - Biology, Human Biology - Chemistry - Physics - Maths B, Maths D - Business Studies
- University Admission seeking students
- Assisted students in improving their academic performance and exam preparation
- Monitored student's progress and provided feedback to adjust teaching methods
- Utilized various teaching techniques to maintain student engagement and comprehension

Senior "O" level Faculty

Oxford International School

- Biology and Chemistry Teacher
- Created comprehensive lesson plans to engage 'O' Level students in scientific concepts.
- Mentored students for science competitions, resulting in multiple awards and recognitions.

English Language teacher

Bangladesh International Tutorial (BIT), Dhaka

- Planned and delivered interactive English lessons to diverse groups of students from beginner to advanced levels, focusing on language skills and cultural knowledge.
- Assessed student progress through various evaluation methods, providing feedback and designing personalized learning plans to enhance language acquisition.
- Created and implemented innovative teaching methods and materials, utilizing digital resources to enhance language learning experiences.
- Collaborated with colleagues to share best practices and improve teaching strategies and student outcomes in English language education.

Intern

Nova Corporation

- Assisted in the development and implementation of marketing campaigns.

Courses

IELTS

- IELTS Reading: Techniques for skimming and scanning, understanding question types.
- IELTS Listening: Strategies for improvement and practice exercises for each section.
- IELTS Writing: Task 1 and 2 structure, coherence, and cohesion guidelines.
- IELTS Speaking: Pronunciation, fluency, and confidence-building exercises.
- IELTS Vocabulary: Expanding knowledge and usage in writing and speaking tasks.
- IELTS Exam Tips: Time management, common pitfalls, and preparation strategies.

Biochemistry Olympiad Dhaka University

- Participated in Biochemistry Olympiad at Dhaka University, enhancing analytical and problem-solving skills

The University of New South Wales, Assessment for Schools

Obtained Certificates for Maths, English Language, Science and ICT