



HOSNE ARA ANWAR

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Results-driven Administrative and Client Relations Professional with strong experience in office administration, customer service, public relations, documentation management, and stakeholder coordination. Skilled in managing client inquiries, maintaining accurate records, preparing official documents, and supporting daily administrative operations with efficiency and attention to detail. Adaptable, detail-oriented, and committed to delivering high-quality administrative and customer support services. Seeking opportunities in Administration, Customer Service, Operations, Banking, NGO, or Corporate sectors where I can contribute to organizational success while continuing to grow professionally.

CORE SKILLS

- Administrative Support & Office Management
- Public Relations & Stakeholder Communication
- Customer Service & Client Relationship Management
- Documentation & Record Management
- Data Entry & Reporting
- Admissions & Information Services
- Team Collaboration & Coordination
- Problem Solving & Decision Making
- Microsoft Word, Excel & PowerPoint
- Time Management & Multitasking

EDUCATION

- **Bachelor of Computer Science & Engineering (CSE)**
Passing year: 2019, CGPA: 3.20
International Islamic University (IIUC), Chittagong
- **Higher Secondary Certificate (H.S.C)**
Passing year: 2013, G.P.A: 4.60, Group: Science
Ispahani Public School & College, Chittagong
- **Secondary School Certificate (S.S.C)**
Passing year: 2011, G.P.A: 5.00, Group: Science
Bangladesh Mahila Samity Girls High School & College, Chittagong

PROFESSIONAL EXPERIENCE

- **Public Relationship Officer | International Hope School Bangladesh | May 2023 – Present**
 - Manage communication with parents, students, and visitors.
 - Maintain student records and administrative documentation.
 - Prepare certificates, NOC, TC, RC, and related official documents.
 - Support admissions, inquiries, and information services.
 - Coordinate with different departments to ensure smooth operations.
- **Teacher | Frobel Play School | May 2022 – May 2023**
 - Prepared lesson plans and educational activities.
 - Worked collaboratively with colleagues and school management.
 - Maintained effective communication with parents.
- **Training in Frobel Academy:**
 - “Inclusive Teaching” by Massarat Tavawalla (Sunderji's Global Academia, India).

- "Jolly Phonics" by Jolly trainer Shainaz Jussa (Phonickids).
 - "Jodo Gyan" by Jazcynth Prudence Leewait.
- **Teacher | Chittagong Grammar School | February 2020 – August 2021**
- Worked cooperatively with other teachers and administrators.
 - Designed dynamic lesson plans and videos based on student's interests.
 - Discussed with parents regarding child development and progress.

INTERN

- **INDUSTRIAL TRAINING (14 days): IIT (INNOVATIVE IT):** An industrial training course was performed for the completion of the requirement of our 8th semester for 2 weeks in IIT which started in 9th December to 22nd December.

PROJECT

- **ACADEMIC PROJECT: IoT BASED ADDRESSABLE FIRE AND WORKING ENVIRONMENT MONITORING SYSTEM IN GARMENTS SECTOR:** Different components are designed using Arduino Software.

PARTICIPATED IN WORKSHOP

- **INDUSTRIAL WORKSHOP by SCITP (Society of Chittagong IT Professionals) (2 days):** An industrial workshop course was performed for the completion of the requirement of our 8th semester for 2 days in IIUC, experts from IT departments of BSRM, PHP, Young one, Pacific jeans conducted the workshop and which started in 14th June to 15th June.

TRAINING

- **DESHIKARIGOR RESEARCH & TRAINING CIRCLE (3 months):** Participated in the course "Microcontroller & Robotics" offered by deshikarigor Research and Training Circle from 24.05.2018 to 23.08.2018.

EXTRA CURRICULAR ACTIVITIES

- **"5th Bangladesh Chemistry Olympiad 2011"** organized by "Bangladesh Chemical Society" on January 20, 2012.

LANGUAGES

- Bangla (First language), English (Fluent).

REFERENCES

Engr. Mohammed Abdul Kader
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