



# BISWAJIT KUMAR PAUL

## Management & Communication Specialist

### PERSONAL DETAILS

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- Biswajit Kumar Paul
- Flat: 3(6b), BRAC Polli, Shah Kabir Mazar Road, Uttara, Dhaka

### EDUCATION

**BA Honours in English**  
**CGPA: 3.96 out of 4**  
2017-2021  
Uttara University, Dhaka, Bangladesh

**Higher Secondary Certificate**  
**GPA: 4.83 out of 5**  
2013-2015  
Milestone Collage, Dhaka, Bangladesh

**Secondary School Certificate**  
**GPA: 5 out of 5**  
2011-2013  
Milestone Collage, Dhaka, Bangladesh

### PROFESSIONAL SKILLS

- Digital Marketing, Strategy
- Development, Event Planning and
- Management, Data Analysis, Script
- Writing, Translation

### Software Skills

- Microsoft Office Suit, Social Media

### Language

- Bangla, English, Hindi

### Interest

- Travel, Sports, Music, Gardening

### ABOUT ME

Introducing myself as a motivated management and communication specialist with three years of experience developing internal and external communications materials and creating strategies for social media campaigns. I utilize strong collaboration skills and attention for detailed campaign objectives, and dedicated to enhancing the project reputation through my expertise.

### EMPLOYMENT

- VICE PRESIDENT 2021-PRESENT  
CATCH BANGLADESH, DHAKA, BANGLADESH

### PROJECT AND CAMPAIGN MANAGEMENT AND CONSULTANCY

- National Youth Conference 2019 by ActionAid Bangladesh
- Social Media Accounts Management of ACI Pure Rice, Sheba XYZ, Alif Hassan Diamond Gallery, Woodhouse Grill, Meat Theory
- Girls in ICT Day Campaign 2021 by Plan International Bangladesh
- World Day Against Human Trafficking in Person 2021 by IOM (UN Migration Agency) Bangladesh
- 16 Days of Activism 2021 by ActionAid Bangladesh
- Act on Aid Campaign 2021 by ActionAid Bangladesh
- Annual Report 2021 by HYSAWA
- Audio Visual Development of HYSAWA's Activities in Cox's Bazar
- Fear of Violence Campaign 2021 by Plan International Bangladesh
- 7th International Water Conference 2022 by ActionAid Bangladesh
- Far From The Truth - case story book documentation by International Rescue Committee
- Communication Materials Development on Strategy Action Plan 2022-24 by International Rescue Committee
- International Women's Day 2022 by ActionAid Bangladesh
- Girls Summit 2022 by Plan International Bangladesh
- Documentation of GeTECD Project 2022 by Plan International Bangladesh and SUROVI
- Case Story Documentation from Rangpur by APAC and Plan International Bangladesh
- 8th International Water Conference 2023 by ActionAid Bangladesh
- Producing 2D Animations for JANO Project - Ideation and Script
- UCEP Documentary Production Management with Script

### ACHIEVEMENTS

- Vice Chancellor Award - 2021, Uttara University
- Employee of the Year - 2021, Catch Bangladesh
- Dean's Award - 2018, 2019, 2020, Department of English, Uttara University
- Debate Winner - 2020, Inter Department Debate Competition, Uttara University
- Excellence Certificate 2019 - English Language Proficiency, Uttara University

### SOCIAL AND CLUB ACTIVITIES

- Uttara University Blood Donors' Club
- English Department Reading Club
- English Department Cultural Club