

Date of birth: November 14, 1991
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Nationality: Bangladeshi
Marital Status Single

Shaila Jahan Mona



Career Objective

Seeking a career to share my knowledge and experience with students and gain more experience into the education and teaching field. Contributing to the prosperity of youth and society.

Key Skills

- Knowledge of project management, market research and simulation
- Strong presentation, report writing and interpersonal communication skills
- Effective leadership, time management and problem solving skills
- Excellent with Microsoft Office. Familiarity with- MS Project, SPSS, NVIVO and CAD
- Language proficiency: English: Fluent [Overall IELTS score: 8.0].

Education

2014: MSc in Programme and Project Management

The University of Warwick, Coventry, UK

Department: Warwick Manufacturing Group

Thesis: The Prominence of Interest Groups in the context of Project Stakeholder Management

Relevant Modules:

- Project Planning Management and Control
- Financial Analysis and Control Systems
- International Joint Ventures
- Management of Change
- Innovation
- Organisation, People and Performance
- Collaborative Product Development
- Managing the Multi-Project / Programme Environment
- Programme and Project Strategy

2012: Bachelor of Business Administration (BBA)

North South University, Dhaka, Bangladesh

Majors: Finance & Accounting and Marketing (Magna Cum Laude),

2008: Higher Secondary Certificate (HSC)

Viqarunnisa Noon College, Dhaka Board

(Business Studies; GPA: 5.0/5.0- With additional subject),

2006: Secondary School Certificate (SSC)

Viqarunnisa Noon School, Dhaka Board

(Business Studies; GPA: 5.0/5.0- Without additional subject).

Work Experience

- **Full-Time Lecturer (January 2015-Present)**
Duties: Mentoring students in the subject areas of Management. [North South University (NSU), Bangladesh]
- **Part-Time Lecturer (September 2014-December 2014)**
Duties: Mentoring students in the subject areas of Management. [University of Liberal Arts Bangladesh (ULAB), Bangladesh]
- **WMG Student Ambassador & WMG Student Caller (January 2014- August 2014)**
Duties: Helping the department with potential students by answering their queries about Warwick. [University of Warwick, UK]
- **Business Consultancy (January 2013 - June 2013)**
Duties: developing strategies to expand business with the potential business clients. [Shahjahan & Company, Bangladesh]
- **Internship (September 2012- December 2012)**
Duties: Updating the database based on the government imposed regulations for the tax-payers. [The Hongkong and Shanghai Banking Corporations Limited (HSBC), Bangladesh]
- **Undergraduate Teaching Assistant (September 2011-August 2012)**
Duties: Counselling students. Assisting professor with class notes and lectures [North South University, Bangladesh]

Academic Distinctions and Scholarships

- 2013:** 35% Departmental scholarship from WMG, University of Warwick.
2012: "Magna Cum Laude" from North South University for academic performance.
2008: Government scholarship for Higher Secondary Certificate (HSC) results.
2006: Government scholarship for Secondary School Certificate (SSC) results.

Extra-Curricular Activities

- Executive Member of Risk Management Society, University of Warwick- [2013-2014]
- Worked for Professional Society for Social Business(PSSB) as Central Committee Executive Member of the organizing panel of "Social Business Forum" in North South University- [2012]
- Graduated "Building Bridges Through Leadership-BBLT 6 Program" offered by Bangladesh Youth Leadership Center (BYLC) –[2011]
- Participated in "GLOBAL YOUTH ASSEMBLY" as an "International Delegate" which took place in Edmonton, Alberta, Canada-[2011]
- Club Membership
 - Professional Society for Social Business (PSSB)
 - Bangladesh Youth Leadership Center(BYLC)
 - North South University Photography Club (NSUPC)
 - Viqarunnisa Noon School and College Science Club(VNSCSC)

Other Interests

- Traveling
- Photography

Family Facts

Father's Name: Md. Shajahan Bhuyain
Occupation: Business

Mother's Name: Halima Jahan Jolly
Occupation: Homemaker

References

Mr. Geoffrey Alan Reiss

Project Manager
Visiting Lecturer and External Supervisor
[University of Warwick]
geoffreiss@geoffreiss.com
www.geoffreiss.com

Mr. John Waller

Senior Teaching Fellow
WMG Admissions Tutor
[University of Warwick]
John.Waller@warwick.ac.uk

A F Wazir Ahmed

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I solemnly affirm that the above information is true to the best of my knowledge and belief.

Regards,

Shaila Jahan Mona