

# SULTANA PARVIN

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## AN AWARD WINNER FREELANCER, TRAINER, HR CONSULTANT, RESUME, LINKEDIN AND COVER LETTER, RECIPE & E-BOOK WRITER AND SEO EXPERT

### Profile Summary:

- ◆ Highly demanded Trainer and Motivator on Outsourcing at Prothom Alo Jobs, BD Jobs, BEACON IT and BN Ladies Club, Chittagong.
- ◆ Developed online career in Freelancer, oDesk and e-Lance utilizing creative ideas with expertise in SEO, writing passion, HR knowledge along with excellent command over written and verbal English.
- ◆ Expert in SEO, Blog Content, Off Page Optimization, Link Building, Affiliate and Media Marketing, Search and Results Data Entry etc.
- ◆ Proficient Resume/CV writer, writing/customizing Cover Letter, Answer to Job Questions/Criteria, Job Search and Suggestion, Recruiter & HR advice, LinkedIn/ Face book/ Twitter/ Bayet Profile/ UN PHP etc.
- ◆ Proven creative writer: Recipe, Cookbook, Menu Suggestion, Article on SEO/ Financial/ Economic/ Business/ War/ Travel writing, Book Review, Press Release, Product Description etc.
- ◆ Obtained BASIS Freelancer Outsourcing Award 2014 as the Best Contributor in Female Category.

### Education:

- ❑ **Diploma in US English Language and Culture**, National Defense University, Washington DC, 2009-2010
- ❑ **MSS in Political Science**, Bangladesh National University, Gazipur, 1994-1995
- ❑ **BSS (Hons) in Public Administration, Economics and Statistics**, Bangladesh National University, Gazipur, 1991-1994

### Professional Experiences:

**Women Empowerment and PR Manager**  
**Human Talent Manager at Coderstrust**

*Feb 2016 - Present*  
*NOV 2014 – Jan 2016*

**Trainer and Motivator on Outsourcing at Prothom Alo Jobs**

*Aug 2014 – Present*

**Trainer at BEACON IT, Chittagong**

*Apr 2014 – Present*

**Online Activist in Freelance.com and Fiverr.com**  
**Resume, LinkedIn, Cover Letter, Research and Data Entry**

*Oct 2013 – Present*

- Website Development and Optimization, Yahoo Answer and Questions
- Creates different types of Resumes, CV, LinkedIn profiles, writing Cover Letter and answer to recruiting questions.
- Writes web based articles, Newsletter, Recipe Books, Food Recipes and Reviews of books and products.
- Research, Data Entry, Excel and Powerpoint.

**Freelancer in Upwork**  
**SEO, Individual HR Consultant, Technical and Recipe Writer**

*Dec 2012 – Jan 2014*

- Writing & Translation: Creative Articles, SEO related Articles, Forex and Business Writing, Travel Articles, Food Recipes and Menu, Email Marketer Letter, Translation (English, German, Spanish, Russia, Bengali).

- Business Services: Resume/CV writing Cover letter, Answer to Jobs Requirement LinkedIn/Facebook/Twitter/Bayet Profile UN PHP building, Job Search and suggestion, Recruiter & HR advice.
- Administrative Support: Web Research, Email and Address Search and Result Compilation, Data Entry Transcription and Email response.
- Sales & Marketing: SEO, Blog Content, Off Page Optimization, Link Building, Affiliate and Media Marketing.

**Bangladesh Navy Family Welfare Association Handicraft Production,  
Sales and HR Adviser**

July 2010 – Sep 2014

Bangladesh Navy Family Welfare Association is a charity organization. As the Secretary of Zinukh (handicraft shop), I have been acted as the adviser to the Chairman for its sourcing, manufacturing, sales and employment and benefits.

**Bangladesh Navy Ladies Club, Chittagong  
Cultural Secretary**

Jan 2006 – Jun 2010

As Cultural Secretary, my job was to supervise, Children's School and Music, Art, Sewing, Martial Art Coaching Centers.

**Awards:**

- ◆ **National Award for 15th Position in BSS (Hons), Bangladesh National University, 1994**
- ◆ **BASIS Outsourcing Award' 2014 as the Best Contributor in Female Category, Bangladesh, April, 2014**

**Publication(ebook in Amazon):**

- Authentic Indian Vegetable Dishes (Publisher: Chris Clark)
- 30 Diabetic and Heart Healthy Indian Food Recipes with Nutritional Details (Publisher: Erin Kulger)
- Yummy Vegetable Recipes: Delicious Indian Vegetable Dishes (Publisher: Sultana Parvin)
- Editor - Flavors of India and Africa written by Khatun Gulamani, California, USA

**Certification:**

- International Spouses Cultural Exchange Program, Washington DC, 2010
- Defense Services Command and Staff College, Mirpur, Dhaka, 2008
- Radhuni National Cooking Competition, Chittagong, 2006
- Advance Cooking- Asian and Continental, Dhaka, 2001

**Language Proficiency:**

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| <input checked="" type="checkbox"/> <b>Bangla (Native and Bilingual)</b> | <input checked="" type="checkbox"/> <b>English (2<sup>nd</sup> Native)</b> |
| <input checked="" type="checkbox"/> <b>Urdu &amp; Hindi (Spoken)</b>     | <input checked="" type="checkbox"/> <b>Arabic (Read and Write)</b>         |