

Shabnur Akther Koly

Shantinagar, Dhaka-1217
+8801684516696
shabnur.koly@gmail.com



<https://www.linkedin.com/in/shabnur-akther-koly-069847171>

Career Summary

Motivated development professional with a strong foundation in program management, community empowerment, and youth engagement. Experienced in migrant reintegration, SDG awareness, and literacy advocacy. Adept at developing and implementing strategic communication, event planning, and stakeholder coordination. Skilled in data management, financial documentation, and youth mentoring. Committed to contributing to sustainable development initiatives for positive social change.

Career Objective

Seeking to apply my skills and experience to drive sustainable development initiatives that create positive social change and promote inclusive growth.

Work Experience

Organizer & Examiner (Part-time)

Bishwo Shahitto Kendro

(Jan 2015 – Present)

- Led youth engagement initiatives in two schools and two colleges, impacting 2,000 students.
- Organized motivational workshops to inspire students and enhance learning.
- Directed book distribution operations for efficient dissemination of reading materials.
- Conducted student assessments and coordinated school visits for expanded program outreach.
- Managed prize-giving ceremonies and event logistics.

Operations Assistant I Operations & Movements

IOM Bangladesh: UN Migration (Under Enroute Int. Ltd.)

(Aug 2021 – Dec 2021)

- Provided return and reintegration support to 350 migrants.
- Managed migrant database, ensuring data integrity and accessibility.
- Processed financial documents for over 300 migrants.
- Executed AVR monitoring and COVID surveys, evaluating program effectiveness. (M&E)
- Assisted in verifying 90 student files by organizing documentation.

Junior Executive I Planning & Communication

Somoy Media Ltd. I Event Factory

(Nov 2020 – Aug 2021)

- Developed and executed communication strategies to enhance brand visibility.
- Managed content planning and dissemination across multiple platforms.
- Coordinated five television shows and seven online shows, overseeing production and content.
- Designed high-impact presentations to support business growth and partnerships.

Facilitator (Volunteer)

Movers Programme, UNDP, Youth Co-Lab & Citi Foundation

(Oct 2020 – Present)

- Conducted workshops on SDGs, entrepreneurship, and 21st-century skills to empower youth.
- Engaged with local communities to expand program outreach and inclusivity.
- Customized training materials to align with cultural and contextual needs.
- Mentored youth participants, fostering leadership and critical thinking.
- Coordinated events and managed community engagement to strengthen the Movers network.

Academic Qualification

Master of Development Studies (MDS)
Bangladesh University of Professionals (BUP)
CGPA: 3.54

Higher Secondary School Certificate (H.S.C)
Shiddheswari Girls' College, Business Studies
GPA: 4.60

Bachelor of Arts (Hons.) I English
East West University (EWU)
CGPA: 3.19

Secondary School Certificate (S.S.C)
B.C.S.I.R High School, Science
GPA: 3.81

Core Skills

- **Communication & Engagement:** Strategic communication, stakeholder coordination, facilitation
- **Program & Event Management:** Planning, execution, monitoring & evaluation
- **Content & Media:** Digital communication, content strategy, presentation design
- **Training & Facilitation:** SDG awareness, entrepreneurship, literacy advocacy
- **Translation & Interpretation:** Bengali-English translation, cross-cultural communication
- **Data & Reporting:** Database management, assessments, financial documentation
- **Leadership & Collaboration:** Team coordination, mentoring, volunteer management
- **Development & Humanitarian Work:** Migrant reintegration, youth empowerment, community outreach

Awards & Appreciation

Best Reader | Bishwo Shahitto Kendro | 2013

Participant | Jenesys 2.0, Japan International Co-operation Center (JICE) | 2013

Training

Participant

Anirban: Rise & Lead, WaterAid & Oxfam | February 2025

Computer Skills

- Microsoft Office Suite: Word, Excel, PowerPoint
- Data Management: Database entry, reporting
- Communication Tools: Email marketing, Zoom, Teams, G-Suite
- Content Creation: Canva
- Survey Tools: Google Forms, SurveyMonkey, KoBo Toolbox

Language Skills

- English: Fluent
- Bangla: Native

References

Shahriar Ahsan
National Operations Officer, IOM
Bangladesh
+88 01715-026091
ashahriar@iom.int

Md. Junayed Al Imran
Managing Director, Event Factory
+88 01707-078949
junayed@eventfactory.com.bd

Mesbah Uddin Ahmed (Sumon)
Joint Director, Program, Bishwo
Shahitto Kendro
+88 01971-475895
sumon_bsk@yahoo.com