LABANI TRIPURA

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INTRODUCTION

Economics graduate from the University of Dhaka with experience in business development, research support, writing, event coordination and communication through academic and professional work. Skilled in Microsoft Office and Google Workspace for documentation, data management and presentation. I enjoy taking initiative, working with people and learning through hands-on experience, with a strong interest in building skills in business, technology and communication.

EDUCATION

University of Dhaka, Dhaka
BSS in Economics, 2026

Scholars' School and College, Dhaka
HSC, 2021 | SSC, 2019

RELEVANT EXPERIENCE

bKash Limited | bNext Flagship Intern, Emerging Account Team, Payroll Business, Commercial Division | 20 May, 2026-19 August, 2026

• Targeted specific industries, built and maintained company databases, and conducted outreach to generate meetings for bKash's digital payroll solutions.
• Supported client meetings and follow-ups, presenting bKash Portal's digital payroll solutions and communicating with prospective corporate clients.
• Managed documentation and coordinated communication between clients and internal teams throughout the onboarding process.
• Handled calls, meeting schedules, database updates, and other day-to-day business development activities.
• Developed practical skills in B2B communication, lead generation, stakeholder management, professional follow-up, documentation, and business development.

Loops&Co. | Founder, Social Media & Content Manager | 2025-Present

• Plan weekly content calendars and coordinate timelines to ensure on-time publishing and follow-up.
• Write announcements, FAQs, and customer-facing updates in a clear, consistent tone.
• Maintain trackers for posts, responses, and feedback to support organized execution and continuous improvement.

Economics Study Center, University of Dhaka | Organizing Secretary | 2025-Present

• Support event planning, participant communication, scheduling, and on-ground coordination.
• Collaborate with team members on logistics, follow-up, and documentation to ensure smooth execution.

5th Bangladesh Economics Summit | Press Release Writer | 2024

• Drafted and edited press releases and event updates with clear key messages for target audiences.
• Proofread content for accuracy, clarity, and timely delivery under deadlines.

Bengal Delta Conference | Organizing Volunteer | 2025

• Assisted the organizing team with logistics, participant support, and coordination during the event.
• Conducted short guest interviews and summarized key points for post-event communication.

ADDITIONAL LEADERSHIP & ACTIVITIES

• Executive, Room Management Team, 6th Bangladesh Economics Summit (2025)
• Volunteer, BER International Economists' Conference (2024)
• Hospitality and Guest Management Team Member, Economics Career Alliance (ECA) Career Expo 2.0 (2023)
• Data Enumerator and Writing Team Member, Jonomot (2024)

SKILLS

• Microsoft Office: Excel, PowerPoint, Word
• Google Workspace: Docs, Sheets, Forms
• Business development, lead generation, and client outreach
• Research, report preparation, and presentation support
• Written and verbal communication
• Documentation, coordination, stakeholder follow-up, and database management
• Teamwork, adaptability, problem-solving, and attention to detail

LANGUAGES

Bangla (Fluent), English (Fluent), Hindi (Conversational), Kokborok (Native), Chakma (Fluent)