

Faijaba Alam

☎ 01861869075 | ✉️ faijabaala@gmail.com

🏠 391/1, Mirpara, Oxygen, Chittagong

Professional Summary

Detail-oriented and proactive professional with a strong academic background in Mathematics and Applied Mathematics. Skilled in communication, conflict resolution, and content review. Adept at maintaining community standards, ensuring respectful interactions, and using analytical skills to make fair decisions. Fluent in English and proficient in Microsoft Office tools.

Core Skills

- Online and community moderation
- Content review and compliance enforcement
- Conflict resolution and diplomacy
- Fluent in English (written & spoken)
- Microsoft Word, PowerPoint proficiency
- Analytical problem-solving skills
- Time management and multitasking

Education

MS in Applied Mathematics – University of Chittagong | CGPA: 2.48 | 2023

BSc in Mathematics – University of Chittagong | CGPA: 3.48 | 2022

HSC in Science – Chittagong Board | GPA: 4.67 | 2015

SSC in Science – Chittagong Board | GPA: 5.00 | 2013

Additional Information

- Strong interpersonal skills with the ability to interact with diverse audiences
- Quick learner, adaptable to different platforms and moderation tools
- Highly committed to maintaining a safe and respectful online environment