

KHUSNAT JAHAN

📍 Katashur , Mohammadpur Housing, Mohammadpur, Dhaka 1207

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Career Objective:

Creative and detail-oriented professional with hands-on experience managing social media platforms for a skincare brand while working as a director's PA. Skilled in content creation, campaign management, and audience engagement across Social Media.

Career Summary:

Enthusiastic and creative social media manager with 8 months of experience in managing brand presence across Facebook and Instagram. Skilled in planning and executing social media campaigns, creating engaging content, and analyzing performance metrics to drive audience growth and engagement. Passionate about digital storytelling, trend-based content, and community building, with a focus on helping brands strengthen their online visibility and connect effectively with their audience.

Special Qualification:

I have hands-on experience managing and growing all major social media platforms, including Facebook, Instagram, TikTok, LinkedIn, and Twitter. I am skilled in end-to-end campaign management, from planning and content creation to ad execution.

Employment History:

1. Director's PA (Apr 2025 – Nov 2025)
Beautyology (Social Media Manager)

Duties/Responsibilities:

In my current role, I manage and oversee the director's official and brand-related social media accounts across all major platforms. I directly communicate with influencers for content planning, collaborations, and campaign coordination, ensuring their content is published effectively on social media to boost brand visibility and engagement. Alongside this, I plan, schedule, and monitor posts, reels, and stories to maintain consistent communication with the audience. I also provide full administrative and operational support to the director, handling day-to-day tasks and coordinating with different teams to arrange meetings, campaigns, and events. Through these responsibilities, I ensure the brand's voice and identity remain strong and aligned with its overall marketing goals.

2. Director`s PA (Apr 2025 – Nov 2025)
Glowee Bangladesh (Social Media Manager)

3. Director`s PA (Apr 2025 – Nov 2025)
Shahidas lifestyle (Social Media Marketing)

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Bachelor of Social Science (BSS)	Sociology	Biral government college	CGPA:2.82 out of 4	2019	4years
HSC	Science	Dinajpur Govt. Women College, Dinajpur	GPA:3.5 out of 5	2014	2
SSC	Science	Birganj Govt. Girls High School, Birganj, Dinajpur	GPA:4 out of 5	2011	10

Personal Details :

Father's Name : Md Abdul khaleque
Mother's Name : Most Jasmine Akhter
Date of Birth : 31 Dec 1995
Gender : Female
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Dinajpur, Dinajpur Sadar 5200
Current Location : Dhaka
Blood Group : A+

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Emran Hossain	Md. Saddam Hossain
Organization	: Beautyology	CornQ
Designation	: Head of Marketing	Head of Marketing
Address	: Mirpur 11 Dhaka Bangladesh	Chankharpool Dhaka Bangladesh
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Relation	: Professional	Professional