Adhara Zaman Labony

LINKEDIN | MAIL | FACEBOOK

📍 Gp-Cha 204, TB Gate, Mohakhali, Dhaka-1212

📞 +8801727489424

PROFESSIONAL SUMMARY

Biotechnology graduate with hands-on experience in administrative support, database management, social media management, digital content creation, event coordination, and team communication. Experienced in managing official social media activities, conducting meetings, maintaining organizational databases, preparing digital content using Canva, and supporting administrative operations. Proficient in MS Office, Google Workspace, Canva, Facebook and LinkedIn, with strong Bangla and English communication skills. Previously presented research at the Bangladesh Society of Microbiologists (BSM) Annual Conference, with a strong interest in contributing to BSM's conference and organizational activities.

RELEVANT PROFESSIONAL & LEADERSHIP EXPERIENCE

Assistant Director — Marketing & Creative Department

BRAC University Leadership Development Forum

- Managed the Marketing & Creative Department and coordinated its regular activities.
- Managed the organization's official Facebook page, including planning and publishing official posts and updates.
- Created digital promotional content and graphics using Canva.
- Conducted departmental meetings and coordinated tasks among team members.
- Supported promotional activities, announcements, and digital communication for organizational events.

Secretary — HR & EA Department

BRAC University Monon Club

- Maintained and updated the club member database and organizational records.
- Managed the club's official communication account and routine organizational communication.
- Conducted and coordinated departmental meetings.
- Maintained communication with members and supported HR-related organizational activities.
- Assisted in maintaining administrative documentation and coordinating club activities.

Assistant Director — Marketing & Events Department

BRAC University Community Service Club

- Assisted in marketing, event promotion, and coordination of organizational activities.
- Supported preparation of promotional materials and communication for events.
- Worked collaboratively with team members to execute event-related activities.
- Assistant Director — Event Department
- BRAC University Communication Language Club
- Assisted in planning and coordinating club events and related activities.
- Supported event communication and coordination among team members.

ADMINISTRATIVE EXPERIENCE

Part-time Admission Office Staff

BRAC University | January 2023 – January 2024

- Assisted with administrative documentation, data entry, and database management.
- Performed data validation and maintained accurate admission-related records.
- Assisted with ID card scanning and admission test-related activities.
- Supported day-to-day office operations and coordination.
- Volunter leader at Brac University Admission test , admission process.

DIGITAL, ADMINISTRATIVE & COMMUNICATION SKILLS

Office & Productivity

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Google Docs
- Google Sheets
- Google Drive
- Google Forms
- Gmail

Digital Content & Design

- Canva
- Social Media Content Creation
- Promotional Graphics
- Flyers & Event Materials
- Digital Announcements
- Social Media
- Facebook Page Management

Social Media

- Facebook Page Management
- LinkedIn
- Social Media Post Management
- Content Planning & Publishing
- Administrative & Organizationa

Documentation

- Data Entry
- Database Management
- Data Validation
- Email Communication
- Meeting Coordination
- Event Coordination
- Team Communication

EDUCATION

Bachelor of Science in Biotechnology **September 2019 – December 2024**

BRAC University, Dhaka, Bangladesh

CGPA: 3.07/4.00

Relevant Coursework:

Human Physiology, Bioinformatics, DNA Fingerprinting & Molecular Diagnostics, Medical Biotechnology, Fundamentals of Genetic Engineering, Basic Immunology, Environmental Biotechnology.

CONFERENCE PUBLICATIONS & PRESENTATIONS

ZamanLabony, A. (2025)
Isolation and Identification of Respiratory Pathogen from Sputum Sample Assessing Antibiotic Resistance: A Single-Centered Cross-Sectional Study.
Poster Presentation, 39th Bangladesh Society of Microbiologists (BSM) Annual Conference 2025, Dhaka, Bangladesh.

ZamanLabony, A. (2026)
Diabetic Foot Ulcer Healing with Systemic Insulin Therapy: Clinical Evidence and Biological Mechanisms: A Scoping Review.
Presented at NextGen Microbiology II — 2nd National Conference on Emerging Horizons in Microbiology 2026, Dhaka, Bangladesh.

ZamanLabony, A. (2026)
Dietary Fibre and Metabolic Dysfunction-Associated Steatotic Liver Disease: Insights into the Gut–Liver Axis.
Presented at the 1st Conference on Innovation in Food, Health & Nutrition for Sustainable Development, Daffodil International University.

RESEARCH EXPERIENCE

Undergraduate Thesis

Isolation and Identification of Respiratory Pathogen from Sputum Sample Assessment Antibiotics Resistance: Single Centered Cross-Sectional Study

- Analyzed 909 sputum samples from the National Institute of Diseases of the Chest and Hospital (NIDCH).
- Identified respiratory pathogens and assessed their antibiotic resistance patterns.

Research Project

Detection, Antimicrobial Resistance, and Hypervirulence Profiles of Klebsiella pneumoniae Isolated from Clinical Sputum Samples in Bangladesh

- Analyzed 173 clinical sputum samples from NIDCH.
- Investigated antimicrobial resistance, multidrug resistance, and hypervirulence-associated genes using PCR.

LABORATORY SKILLS

- Microbial Culture, Isolation & Identification
- Antibiotic Susceptibility Testing (AST)
- Aseptic Technique & Laboratory Safety
- PCR & DNA Amplification
- Agarose Gel Electrophoresis & DNA Analysis
- Centrifugation & Sample Processing
- Basic Clinical Laboratory Testing
- Blood Glucose & Cholesterol Analysis
- Laboratory Equipment Handling

PROFESSIONAL EXPERIENCE

Internship Trainee **June 2024 – August 2024**

National Institute of Diseases of the Chest and Hospital (NIDCH)

- Worked in the Department of Microbiology and National Tuberculosis Reference Laboratory (NTRL).
- Gained practical experience in sample collection, AFB testing, GeneXpert and culture/sensitivity (C/S) testing.
- Performed laboratory procedures under supervision.

Teaching Experience — Private Tutor **September 2023 – Present**

- Provide academic support to students from English-medium and English-version curricula.
- Develop personalized learning approaches and maintain regular communication with students.

TRAINING & ADDITIONAL EXPERIENCE

TRAINING ON LABORATORY ANIMALS AND ANIMAL FACILITIES | ICDDR,B , 2025

- Practical experience in handling and identification of laboratory animals.
- Gained experience in animal handling, anesthesia, euthanasia, sample collection, injection routes, force-feeding, temperature recording, and behavioral testing.
- Learned about laboratory animal ethics, welfare, and research facilities

Course on Computational Vaccine Designing | Biolab Research Organisation ,2025

- Training in advanced vaccine design approaches including subunit, mRNA and saRNA vaccine concepts.

TRAINING COURSE ON LABORATORY ANIMALS USED IN BIOMEDICAL SCIENCES | ICDDR,B | 2025

- Animal house orientation & hands-on practical demonstration:
- Handling, gendering & identification methods of different laboratory animals
- RIL assay and techniques of CSF, blood collection, Injection in different routes & comparative visceral anatomy
- Methods of force-feeding, recording of temperature
- Alzheimer's disease model with behavioural test on mice & rat models

VOLUNTEER & EXTRA-CURRICULAR ACTIVITIES

- Volunteer — 15th Convocation, BRAC University, March 2023
- University Representative — Hope Festival, 50 Years of BRAC, February 2023
- Volunteer — 10th Dhaka Literature Festival, January 2023
- Volunteer — Blood Donation Event, Save a Drop 2.0 & 3.0, October 2022 .etc

LANGUAGE PROFICIENCY

Bangla: Native
English: Fluent

REFERENCES

Dr. Fahim Kabir Monjurul Haque
Associate Professor of Microbiology
BRAC University
fahim.haque@BRACu.ac.bd

Prof. Mahboob Hossain, PhD
Professor of Microbiology
BRAC University
mmhossain@BRACu.ac.bd

Zarin Tasnim Haider
Research Assistant
University of Iowa Roy J. and Lucille A. Carver College of Medicine
zarintasnimhaider241@gmail.com