Department of Media Studies & Journalism

Internship Report

Submitted by:
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ID: 183012006
Course Code: MSJ 11498

Submitted to:
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Host Organization: PR & Communication, Obhizatrik Foundation

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Student Details

Name	Fairuj Sultana
ID	183012006
Department	Media Studies & Journalism
Major Concentration	Public Relations
Career Objective	I have a strong desire to work within the development sector, aiming to bring about positive changes in various communities around the world once again.

Student Details

Host Organization	Obhizatrik Foundation
Address	House-9, Road-S1, Block-F, Eastern Housing Phase 2, Mirpur 11 1/2, Dhaka-1216
My Working Section	PR & Communication
Supervisor	Khadiza Tul Kubra
Designation	Director, Operations
Start Date	January 4, 2024
End Date	April 8, 2024
Hours Per Week	40 hours
The Total Working Period	Approximately 13 weeks

Acknowledgement

First of all, I want to thank my parents and my husband for supporting me till the end of my undergraduate. Without their constant support and encouragement, I would not be able to come this far. They have constantly supported my dream of pursuing my career in public relations.

I would also like to thank my supervisor Nandita Tabassum Khan ma'am for her guidance and support in completing my internship report.

I would also give myself a huge pat on the back for sticking to finishing my study through all the hurdles and challenges that came in the way. It would not have been possible without my self-determination, commitment and self-belief. It has helped me to grow both professionally and personally.

And finally I would like to give a special thanks to my host organization OBHIZATRIK Foundation for believing in me, giving me opportunities to learn and apply my skills to work with them. Working with an NGO is a completely new experience for me. They have helped me to comfortably work and learn with them. Their constant guidance has improved my skills a lot. My supervisor at work and all the colleagues were super supportive and helpful in every step of my internship.

I'm grateful to all the individuals who were there to support me in finishing this chapter of my life beautifully.

MSJ041

PLAGIARISM DECLARATION

1. I know that plagiarism means taking and using the ideas, writings, works, or inventions of another as if they were one's own. I know that plagiarism not only includes verbatim copying but also the extensive use of another person's ideas without proper acknowledgment (which includes the proper use of quotation marks). I know that plagiarism covers this sort of use of material found in textual sources and from the Internet.

2. I acknowledge and understand that plagiarism is wrong.

3. I understand that my research must be accurately referenced.

4. This assignment is my work or my group's unique group assignment. I acknowledge that copying someone else's assignment, or part of it, is wrong and that submitting identical work to others constitutes a form of plagiarism.

5. I have not allowed, nor will I in the future allow, anyone to copy my work to pass it off as their work.

Name: Fairuj Sultana

ULAB ID: 183012006

Signature:



MSJ042

INTERNSHIP REPORT APPROVAL FORM

Student Name: Fairuj Sultana ID No: 183012006

Major: Public Relations Year: 2024

Local Phone: 01884493177 Email: fairuj.sultana.msj@ulab.edu.bd

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INTERNSHIP/PROJECT INFORMATION

Internship

Organization/Project: Obhizatrik Foundation

√Internship /Project Report

Topic: _____

Semester (Tick one): □ √Spring 2024 □ Summer 2024 □ Fall 2024

Advisor APPROVAL

(Please place a Tick)

□ Approved □ Not Approved □ Partial Re-write □ Full Re-write

Remarks (If Not Approved/Pretrial/Full Rewrite):

_____

Signature: _____ Date: _____

Name: Nandita Tabassum Khan Title: Senior Lecturer

E-mail: nandita.tabassum@ulab.edu.bd Phone: +8801918108619

Introduction

Throughout my time as a student at ULAB, my love of journalism and media studies has always been entwined with a strong interest in development and communication. Exploring other paths in this industry has been an interesting undertaking, and it has led me to think about positions in a variety of industries, from media outlets to advertising companies. Still, my natural curiosity led me to the field of non-governmental organizations.

Intrigued by the opportunity to contribute to meaningful projects and witness firsthand the impact of communication initiatives, I started my internship journey with OBHIZATRIK Foundation, an esteemed NGO with a growing international presence. While the decision may have seemed unconventional for a PR major, I was driven by a desire to explore new opportunities and expand my understanding of communication strategies in different contexts.

I had the honor of being fully immersed in a variety of aspects of the Obhizatrik Foundation's operations when I was there. Each interaction was enlightening within itself, from learning about the inner workings of various departments to actively participating in initiatives meant to reach a variety of audiences and stakeholders. My internship experience was further enhanced by the chance to work with like-minded people from other organizations.

A pivotal realization during my internship was the importance of visual storytelling and direct engagement in effectively conveying the mission and impact of the organization. Working alongside a cohesive team not only sharpened my practical skills but also deepened my understanding of digital content creation and its role in modern communication.

Expectation

When I talked with the Director and the Head of Operations of Obhizatrik Foundation, I shared my interest in learning how they use communication to help people in financially difficult situations. I've always been curious about this, and Obhizatrik seemed like the perfect place to learn.

Here are some things I hope to do during my internship:

- I hope to learn how to act professionally in a work setting, like how to communicate well and behave respectfully.
- I want to learn more about different people's lives and challenges, so I can better understand how to help them.
- I want to learn about the problems NGOs like Obhizatrik face every day and how they deal with them.
- I'm interested in learning how to manage projects effectively, from start to finish.
- I want to learn more about the big issues Obhizatrik works on and why they're important.
- I'm looking forward to working as part of a team and learning how to work well with others.
- I'm curious about how Obhizatrik uses things like social media to talk to people and spread their message.
- I want to learn how to write proposals to ask for help or funding for projects.
- I'm willing to work on real projects and learn by doing things myself.
- I want to work with people from different backgrounds and learn from them.
- I want to get better at communicating with people, doing research, and solving problems.
- Lastly, I want to learn how to stay calm and handle tough situations without getting too stressed out.

Host Organization

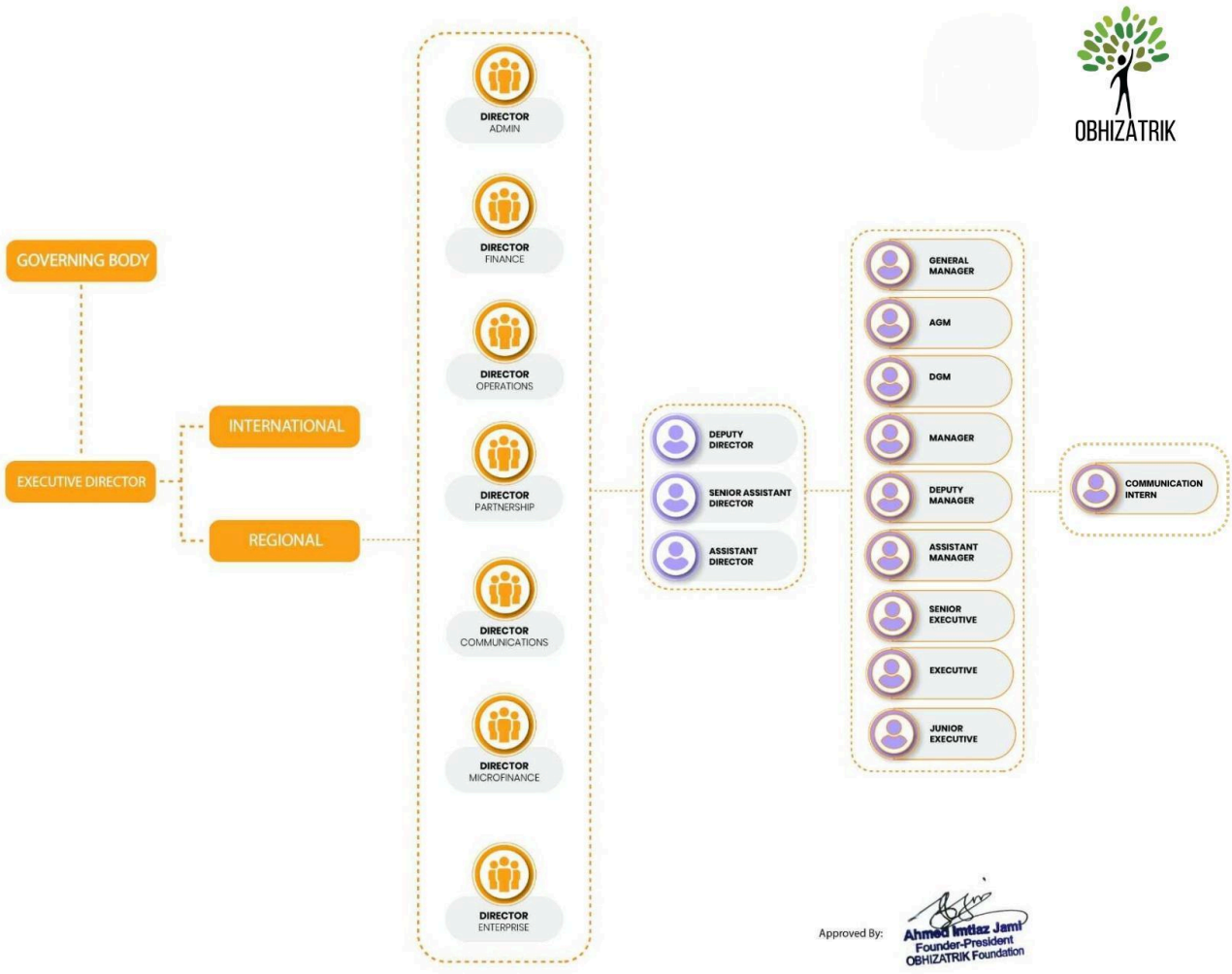
ObhizatrikFoundation was established in 2010 and has made tremendous progress in the fields of human rights, education, health and nutrition, the environment, and the end of poverty. Just like their tag line “Be a part of changing Bangladesh”, they are working on changing the miseries of underprivileged Bangladeshi people. Apart from assisting the underprivileged, Obhizatrik Foundation also creates a platform for young Bangladeshis to apply their thoughts and ideas for a more beneficial and financially secure Bangladesh. They have started their journey internationally as well.

Numerous young individuals enthusiastically volunteer for significant projects, with dedicated teams stationed in rural areas to combat natural disasters and offer urgent assistance. From empowering underprivileged children through education to creating employment opportunities for the impoverished, Obhizatrik has undoubtedly made a lasting impact.

Currently, Obhizatrik foundation is running 3 schools where underprivileged children can get quality education free of cost. People can be sponsors for these children to help them fulfill their dream of becoming educated and establishing a career. Another of their big projects is the livelihood program SHOKKHOM where they provide long term earning opportunities with the help of donations from donors. Their main target is to eradicate poverty and hunger. They have a community kitchen where they serve food to underprivileged people twice a week for free. In this community kitchen the people who come to have food are treated as respectful guests.

I have worked on all these projects and many other projects as well.

Organogram of the organization



Task

I was hired as a PR & communication intern at Obhizatrik Foundation. I got to explore some more tasks besides my designated tasks. My task during the internship is given below -

- Photo and video documentation
- Shoot ID photos of employees
- Designing banners, table toppers, booklets and posters for projects and events
- Assisting in figuring issues and updating website
- Editing photos and videos for social media
- Designing posters
- Content ideation and creating contents for OBHIZATRIK's local and international page
- Making calendar for school and Ramadan
- Writing captions for social media posts in both Bangla and English
- Writing speech for various projects and events
- Writing dialogues and lines for videos
- Updating designated department worklog
- Manage social media queries
- Writing newsletters
- Writing articles for website
- Organizing various events inside and outside the organization
- Assisting in designing and planning content in the annual book
- Shoot for annual book
- Making social media content
- Volunteering at community kitchen
- Scheduling social media posts for entire month
- Shoot project handovers to beneficiaries
- Preparing campaign presentation
- Organizing and updating contents in google drive
- Designing website popups
- Designing SHOKKHOM budget book

Projects

Project 1

Project name: Empowering Women Through Livelihood: Project Shakti's EUPP Initiative Marks a Milestone in Poverty Eradication

Project type: Website Article

Project brief: Project "Shakti" is one of the livelihood programs of OBHIZATRIK Foundation. In its second phase of handover Obhizatrik gave 5 cows. **Project Shakti – EUPP (End ultra–poverty Program)** is designed to bring ultra-poor households out of extreme poverty to a more stable state. Under this project underprivileged people can get a livelihood option and pay the price of it in weekly installments.

Unlike other organizations that provide loans to underprivileged people that demand to be paid with added interest, Obhizatrik provides loans that won't have any added interest. Which means beneficiaries will only pay the loaned amount in installments.

My responsibility & task:

My responsibilities were to collect all the information about the project SHAKTI and the handover details from the livelihood department and my supervisor. After listening to the brief, I started writing the draft article and showed it to my supervisor and teammate. She gave me some minor corrections and then I wrote the final copy of it. I chose one photo for the article. Although the event took place on 14th January, the article was posted on 5th March.

My Copy:

Empowering Women Through Livelihood: Project Shakti's EUPP Initiative Marks a Milestone in Poverty Eradication

Project Shakti – EUPP (End ultra–poverty Program) is an ongoing livelihood project of the Obhizatrik Foundation to help eradicate poverty from the ultra-poor households in our society. The second part of the pilot phase of this livelihood project handover took place in Savar, Dhaka

on 14th January, 2024. 5 cows were given to 5 local women in collaboration with ZXY International and 7 STREAMS.

The main focus this time was empowering women from ultra-poor households by providing a stable means of income. The women who got the cows, they already had the experience of cow-rearing. These women were selected through examining their socio-economic circumstances. This new livelihood program's pilot phase will take place in Dhaka and Cox's Bazar, having a total of 33 beneficiaries.

More projects like this will be given to other beneficiaries depending on their skills and preferences so that they can properly utilize it and earn enough to provide for their families. Previously, In the first part of the pilot phase of Shakti, 5 auto rickshaws were given to 5 beneficiaries in Savar, Dhaka considering their area and skills.

Through the project Shakti, Obhizatrik foundation is looking forward to building a better future for these ultra-poor families and creating a long lasting positive impact in our society.

Website copy:

https://obhizatrik.org/2024/03/05/empowering-women-through-livelihood-project-shaktis-eupp-initiative-marks-a-milestone-in-poverty-eradication/



Image 1.1 Screenshot of the website copy

Challenges:

- The time when I wrote this arctic I had zero knowledge on this project. So I had to figure out what information I needed and be very specific about them. Then ask the livelihood department about all the things I needed to know about it.

Mistakes:

- Fortunately, I didn’t make any mistakes while writing the article and there were barely any corrections given. But at the time when I wrote the article, I still didn’t have the authority to post on the website myself, the person who was responsible missed the due date for publishing the article and had to be reminded later.

Learnings:

- Got the chance to apply my previous knowledge of article writing in the practical field.
- Learned how to gather information

Project 2

Project name: Spreading Smiles: Team Muslim Charity's Cheerful Visit to Obhizatrik Foundation

Project type: Website Article

Project brief:

A representative team of Muslim Charity came to visit OBHIZATRIK Foundation from London. First, they visited the Sheikh Russell Rehabilitation Centre in Tongi and interacted with the kids there. After spending time with the kids, they came to visit the Appayon community kitchen. There they served nutritious meals to underprivileged people with the OBHIZATRIK team and spent time with them. After the visit, an article for publishing on the organization's website was required to be written.

My responsibility & task:

My responsibilities were to engage with the team of Muslim Charity, interact with them and take notes. I hosted the MC team in Sheikh Russell Rehabilitation Centre and Appayon kitchen. After finishing the event, I wrote an article on their visit to our projects. I had to show it to my supervisor and the president for approval.

My Copy:

Spreading Smiles: Team Muslim Charity's Cheerful Visit to Obhizatrik Foundation

Team MC from Muslim Charity UK paid a visit to Obhizatrik foundation on last Monday, 5th February, 2024. They visited two of our projects; Appayon Community Kitchen at Mirpur and Sheikh Russel Rehabilitation Centre renovation project at Tongi.

Team MC spent the morning in Sheikh Russel Rehabilitation Centre, where the street children and minors who don't have any family, are being fostered. There they saw the amazing progress of both the place and the kids. They also played football, cricket, badminton and did some other fun activities with the kids.

Afterwards, they visited the Appayon Community Kitchen in Mirpur, where we consider the people in need as our guests and serve them meals twice a week. Team MC cheerfully volunteered in serving meals to the guests. They also interacted with them.

They had a joyful day with the OBHIZATRIK team. They ended the day with so many beautiful memories with a promise to visit our projects again.

Website copy:

https://obhizatrik.org/2024/02/07/spreading-smiles-team-mcs-cheerful-visit-to-obhizatrik-foundation/

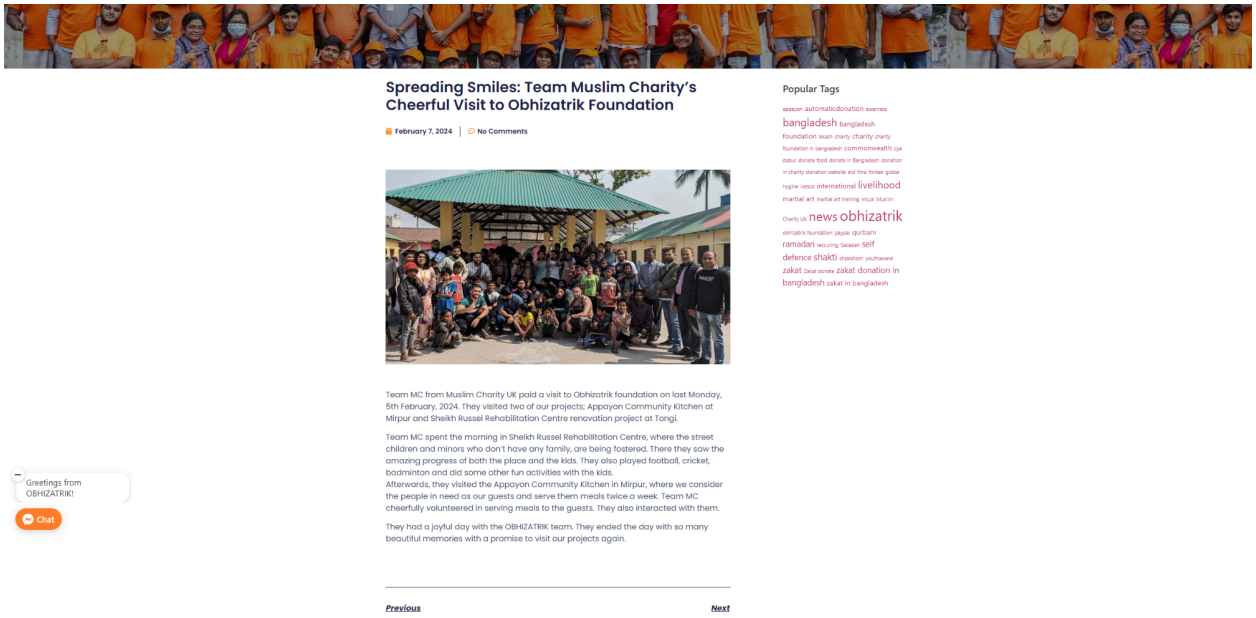


Image 2.1 Screenshot of the website copy.

Relevant pictures:

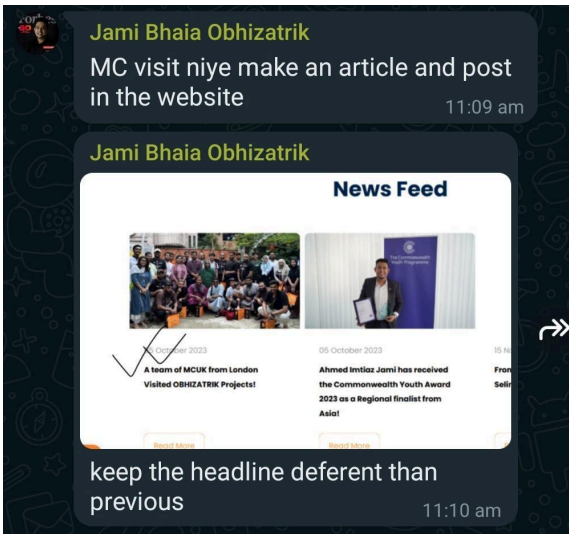


Image 2.2 Getting instructions from the president.



Image 2.3 Here, I showed the article draft to my supervisor and the president in our communications whatsapp group. They gave approval immediately.

Challenges:

- I had to finish the article writing within the day of the visit in order to get corrections as early as possible and publish it.
- As we had the event from early morning till late afternoon, it was a bit challenging for me to instantly get back to the office and start writing as I also needed to prepare the social media post for that event.

Mistakes:

- I got no correction on this article and it was approved immediately.

Learnings:

- I learned how to work under pressure.
- I learned how to finish it within the given time.
- Learned how to summarize a day long visit in a small article which was enough to make the reader understand the whole program.

Project 3

Project name: Women's Day Event in office

Project type: Event organizing

Project brief: It was an event arranged for honoring the female employees of OBHIZATRIK Foundation. The office was decorated and there was a cake cutting ceremony. All the female employees got personalized gift baskets and cards.

My responsibility & task:

I presented the idea of arranging a women's day event to our CEO and he instantly agreed and told me to arrange it. I planned what was needed and the gift ideas. I distributed the tasks among me, my department colleague and our HR. I was given a certain budget and to plan the whole thing within that budget limit. I planned the gift basket. I bought some of the things and decor items. My colleagues bought flowers. I designed the Women's day special personalized card. Later on the day of the event, I got the cake. The whole thing was a surprise for the female employees. The goal of the event was to appreciate the hard work of the female employees and make them feel special.

Relevant pictures:



Image 3.1-2 Card designed for Women's day



Image 3.3 The gift box



Image 3.4 Photo during the event

Challenges:

- This kind of event was arranged in our office for the first time. That was the first challenge.
- The president instructed me to not inform any other female employees including my work supervisor. As all the other work I've done previously after having thorough discussion with my supervisor, it was a big challenge for me to do everything on my own.
- Managing everything in a given budget was another challenging point.
- I distributed the tasks among my colleagues and took the lead.

Mistakes:

- The female teachers of OBHIZATRIK School attended the program as well which I was unaware of beforehand. I couldn't arrange gift boxes for them.
- I should have collected the list of attendees of that event before planning.

Learnings:

- I learned how to take the lead and organize small office events.
- I learned how to maintain a budget.

Project 4

Project name: Poster for MJF Regional Summit, Nepal 2024

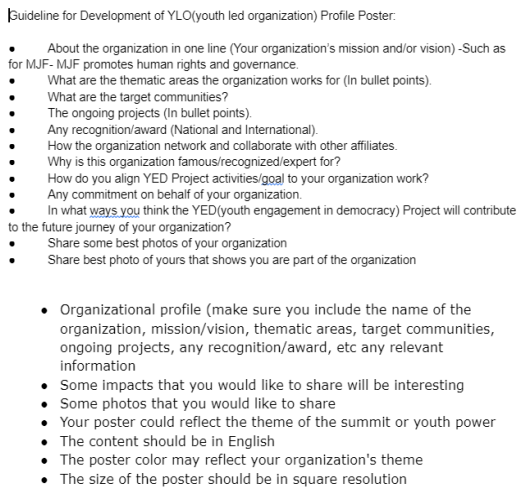
Project type: Poster making

Project brief: A representative of OBHIZATRIK Foundation was invited to the MJF Regional Summit in Nepal to represent OBHIZATRIK Foundation. Before the summit, organizers asked for all the participating NGOs to provide a poster that represents their goals and projects.

My responsibility & task:

I was given a requirement form for the poster in which MJF mentioned what points I needed to include in the poster. Then I needed to figure out the answers and add that to the poster. I discussed it with the partnership department for all the proper information. Then I made the poster on canva as I did not have Adobe Illustrator installed on my work PC at that time. After a few sessions of corrections from the MJF team and the partnership team, I finalized the poster and mailed them the digital version for printing.

Relevant Pictures:



Guideline for Development of YLO(youth led organization) Profile Poster:

- About the organization in one line (Your organization's mission and/or vision) -Such as for MJF- MJF promotes human rights and governance.
- What are the thematic areas the organization works for (In bullet points).
- What are the target communities?
- The ongoing projects (In bullet points).
- Any recognition/award (National and International).
- How the organization network and collaborate with other affiliates.
- Why is this organization famous/recognized/expert for?
- How do you align YED Project activities/goal to your organization work?
- Any commitment on behalf of your organization.
- In what ways you think the YED(youth engagement in democracy) Project will contribute to the future journey of your organization?
- Share some best photos of your organization
- Share best photo of yours that shows you are part of the organization

- Organizational profile (make sure you include the name of the organization, mission/vision, thematic areas, target communities, ongoing projects, any recognition/award, etc any relevant information
- Some impacts that you would like to share will be interesting
- Some photos that you would like to share
- Your poster could reflect the theme of the summit or youth power
- The content should be in English
- The poster color may reflect your organization's theme
- The size of the poster should be in square resolution

Image 4.1 The requirements from the host organization for the poster



Image 4.2 The version before correction

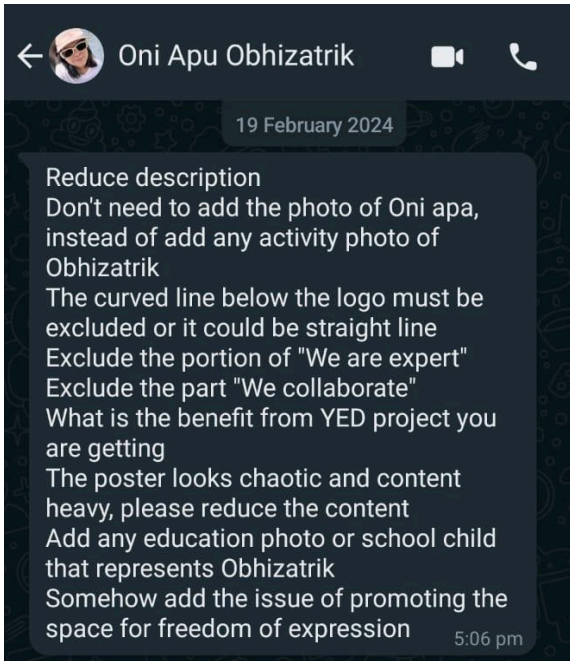


Image 4.3 The given corrections



Image 4.4 The final version

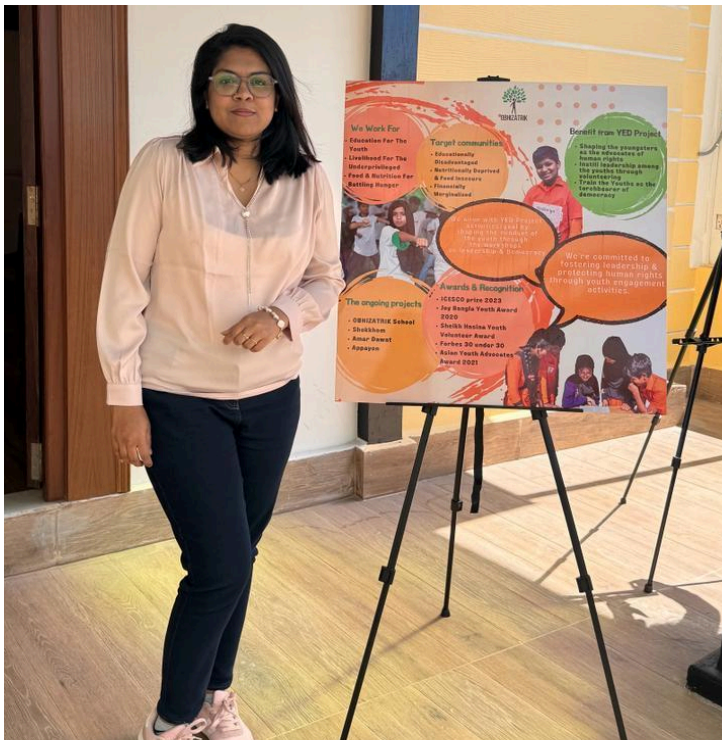


Image 4.5 Organization representative with the poster

Challenges:

- The amount of information needed on the poster was a lot to fit in.
- I had to communicate with the MJF team through our partnership team. So maintaining proper communication was a big challenge for me.
- The PC did not have Adobe Illustrator. So I had to make it work with Canva which had limited resources.
- There were some confusions regarding the requirements for the posters. The team from MJF changed the requirements 3 times which made the process of finishing the work on due time difficult.

Mistakes:

- I should have worked on a PC that had Adobe Illustrator installed. The work would be so much better.
- As it was printable, making it on a Canva was not a good decision.
- The poster was overfilled with information.
- I should have contacted the MJF team directly instead of taking help from the partnership department.

Learnings:

- When it comes to making printables, adobe illustrator is the best software for creating the digital copy.
- It is better to communicate directly with the team that gave the instructions and requirements.

Project 5

Project name: Ramadan Campaign-Content Plan and presentation

Project type: Content planning for Ramadan campaign and presentation making

Project brief: Ramadan campaign is the biggest campaign for OBHIZATRIK Foundation. During this time of the year, most of the donations come. To promote the Ramadan Campaign, a full proof content plan was presented in the board meeting by the head of operations. Communications department made the Ramadan Campaign content plan after having several meetings with the head of operations. After finalizing the content, the communications department made the presentation.

My responsibility & task:

I teamed up with my colleague from the communications department and my work supervisor to complete the task. We had several meetings with them regarding the campaign plan. We discussed effective ways to promote this year's Ramadan campaign. It had content plans for the website, social media, international page, email etc. After finalizing the plan, I was told to make a presentation slide which would help the board members to understand the whole campaign plan in a better way.

Relevant pictures:



Image 5.1-4 (Some parts of the Ramadan Campaign plan presentation)

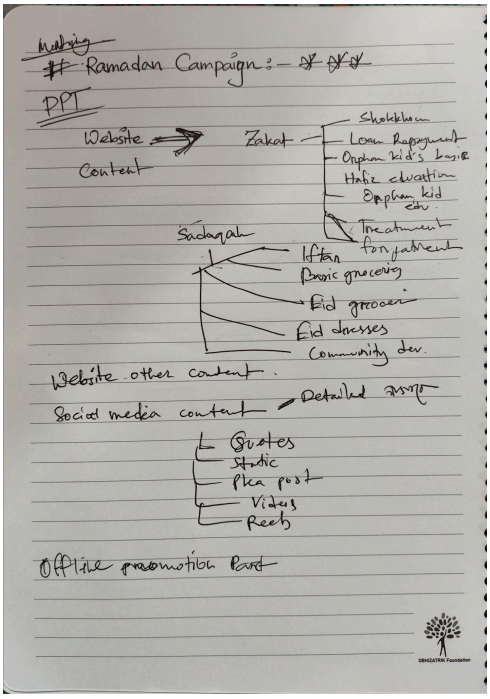


Image 5.5 Some notes taken during the meeting

Challenges:

- As I was not the one to present, I had to make the slide in a presenter and viewer friendly way.
- During the making of the presentation, I could not discuss much with the operation head as she was occupied with some other official work. So I had to make a lot of decisions.
- I had to make the presentation in a way that would get approval from the board members.

Mistakes:

- Fortunately, there weren't any mentionable mistakes while making the presentation and planning. It got appreciation in the board meeting.

Learnings:

- I learned how to make a presentation that would be viewer and listener friendly.
- I learned how to plan effective content for a campaign promotion.

Project 6

Project name: Documentation of SHAKTI Handover, SHOKKOM Handover, Winter Gift Distribution, Appayon Community Kitchen, Photo session for Annual book

Project type: Documentation

Project brief: **SHOKKHOM** and **SHAKTI** are two of the livelihood projects of OBHIZATRIK Foundation. SHAKTI's second phase of project handover which was supported by ZXY and SHOKKHOM's rickshaw, van and sewing machine handover were required to be documented as the photos would later be sent to the donors and to use them in social media posts and other contents.

Another documentation was of the Winter Gift Distribution Campaign. OBHIZATRIK Foundation distributed blankets among needy people in rural areas and the ones living in the street. It happened in multiple locations and these events needed documentation.

In Appayon Community kitchen, underprivileged people are served like guests in a hotel. During the Muslim Charity visit and during Ramadan iftar arrangements, documentation was done.

My responsibility & task:

I was given the responsibility of documenting the handover of SHAKTI and SHOKKOM projects during my internship. I went to Savar with the OBHIZATRIK team to document the 5 cow handovers to 5 underprivileged women who previously applied for the project. Then I documented the SHOKKHOM handover of the sewing machine, rickshaw and van on different days. After documentation, I edited the photos, placed logos on them and uploaded them in the office drive folder.

During winter, I was assigned to take photos of the Winter Gift Distribution ceremonies.

During the visit of Muslim Charity team, alongside hosting them, I did the documentation of their visit to the Appayon kitchen. Also I was assigned to take photos of iftar arrangements in Appayon Kitchen during Ramadan.

After the documentation, I sorted, edited, placed the organization's logo on the photos and published them on the social media handles with captions.

Relevant pictures:

SHAKTI handover



Image 6.1 SHAKTI handover cow project



Image 6.2 SHAKTI handover cow project



Image 6.3 Behind the scene of SHAKTI handover cow project

SHOKKHOM handover



Image 6.4 SHOKKHOM van handover



Image 6.5 SHOKKHOM rickshaw handover



Image 6.6 SHOKKHOM sewing machine handover



Image 6.7 Behind the scene of SHOKKHOM handover

Winter gift distribution



Image 6.8 Winter Gift Distribution (Eastern Housing)



Image 6.9 Winter Gift Distribution (Pallabi)



Image 6.10 Winter Gift Distribution (Gandharia, Savar)

Appayon Community Kitchen



Image 6.11 Arrangement for school students at Appayon documented by me



Image 6.12 Arrangement for iftar at Appayon documented by me



Image 6.13 Behind the scene of Appayon event

Office Staff Portraits



Image 6.14 Portraits of office staffs taken and post-processed by me

Challenges:

- I got to experience field work for the first time.
- As I had assignments in rural areas, I had to deal with a lot of people's curiosity.
- Some of the beneficiaries were camera shy. I had to make them feel comfortable.
- I took some video interviews of the SHAKTI beneficiaries. Some of them were having a hard time speaking comfortably in front of the camera. I had to give them a lot of time to get comfortable.
- During shoots, I had to deal with bad weather like harsh cold, rain.
- During the shoot in school, I had to manage the kids to act calm and smile in front of the camera.
- I had to do a proper light arrangement for the official staff portraits.

Mistakes:

- There was no notable mistake. The organization was satisfied with outputs.
- During one of the assigned shoots, I fell sick. So I had to assign someone else at the last minute.

Learnings:

- I learned how to document this kind of project.
- I learned how to communicate with all sorts of people and empathize with them.
- I learned how to work under bad weather conditions.
- I got the opportunity to do field work.

Project 7

Project name: Reels and videos shooting, post processing and posting on Social media handles and award submission.

Project type: Shooting, editing and posting reels and videos.

Project brief: Reels and video contents are used for OBHIZATRIK's organizational, both local and international page and project's promotion. The topic of these reels and videos were on different projects, events etc.

Another video was for a submission for the "Yidan Prize Funding". It required a written script for the president to deliver on a video with English subtitles.

My responsibility & task: I was given the responsibility of preparing reels and videos and posting them with proper captions. I shot some of the photos and videos myself. I edited the reels using In video, Canva and Capcut. I even used subtitles in some of the reels so that the organization could use them for their international page for foreign donors.

I also prepared a script for the 'Yidan Prize Funding' for the president to deliver on a video. After shooting the video, I edited it on Capcut and added English subtitles.

Relevant pictures:

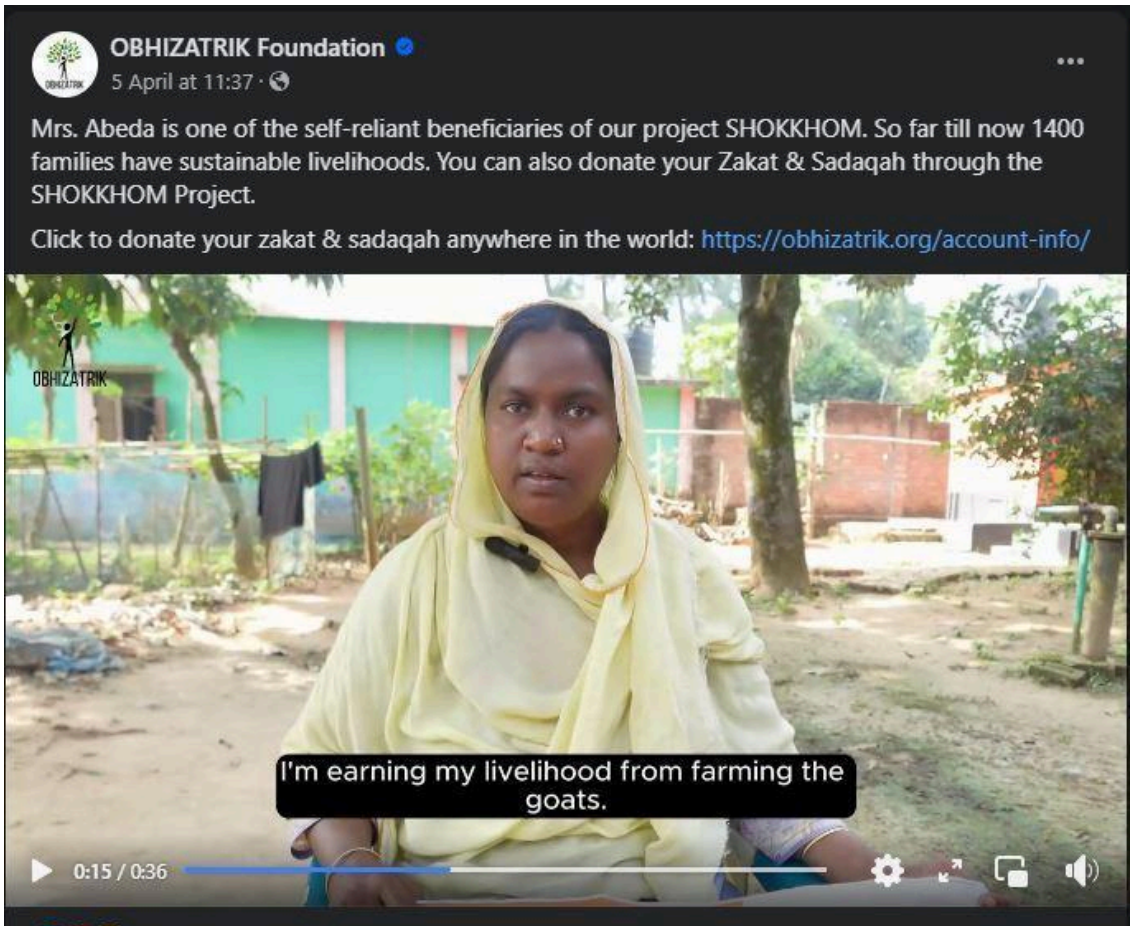


Image 7.1

I made this video about one of our female beneficiaries, Mrs Abeda. I visited her in person to take her interview. She received goats from the SHOKKHOM Project. Here she was sharing how her life improved by getting help from the SHOKKHOM project. It allowed her to become independent. I added English subtitles in this video. I wrote the caption as well.

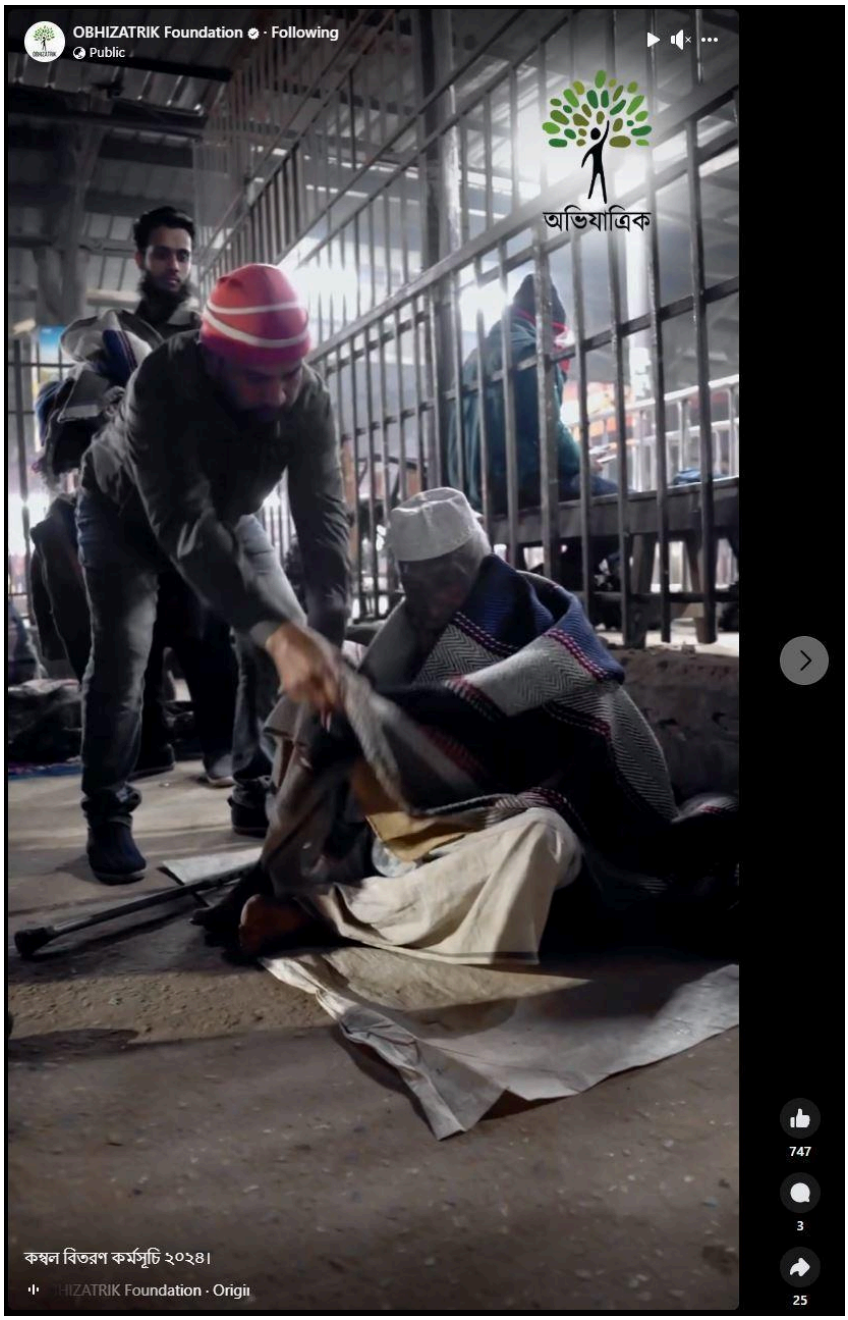


Image 7.2

During winter, OBHIZATRIK Foundation gave blankets to the underprivileged people living in villages and on the street. To promote that event, I made reels of their blanket handovers.

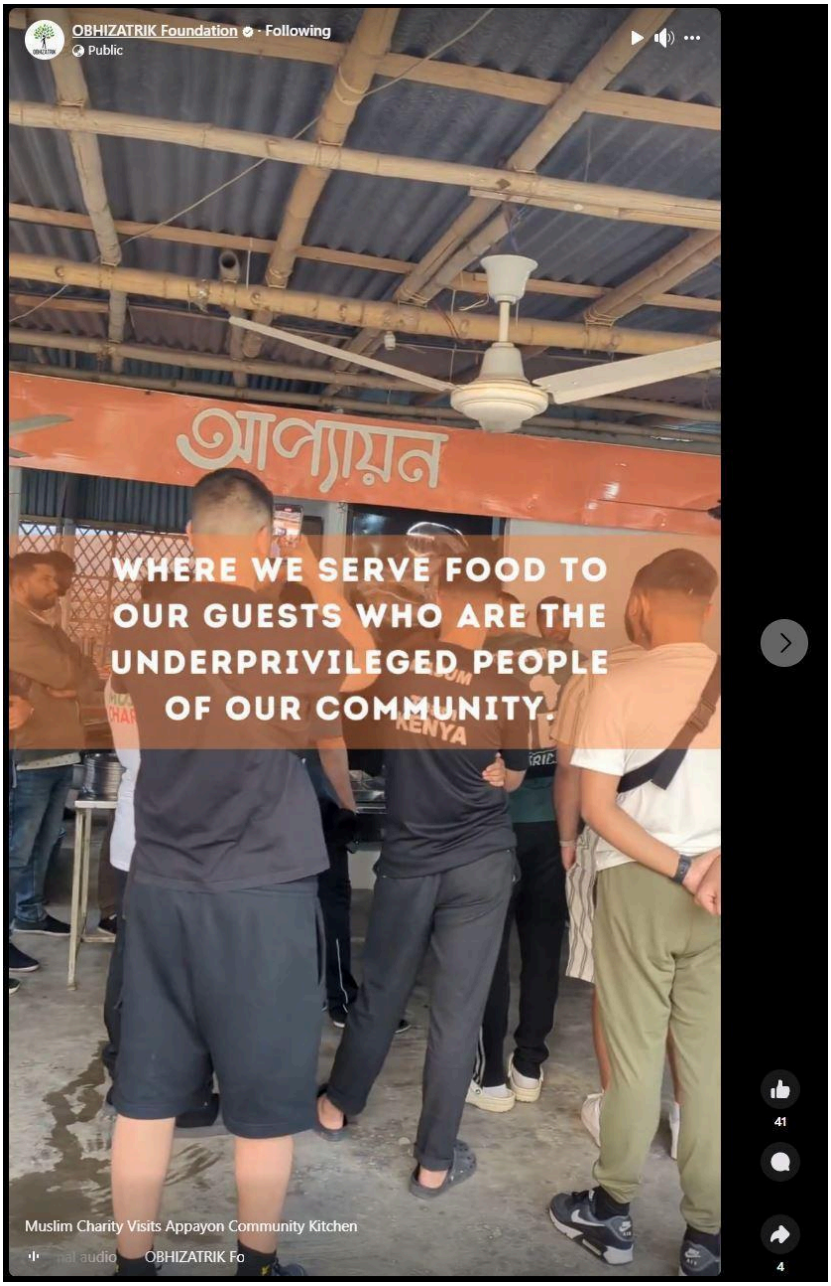


Image 7.3

I was instructed to make a reel video of the Muslim Charity representative team's visit to our community kitchen. There were shots of them serving and interacting with the guests. I made this video with English subtitles.

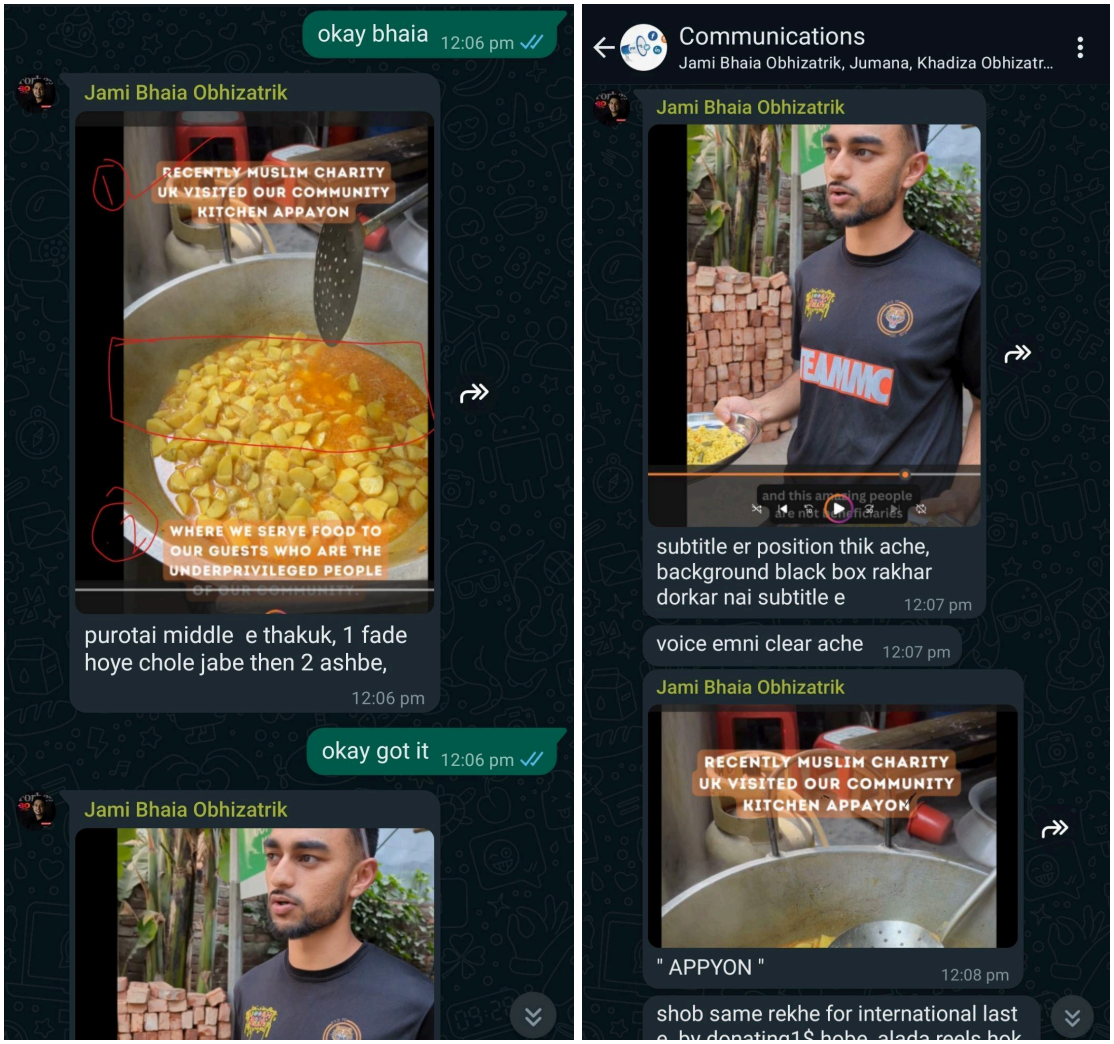


Image 7.4-5

Here, I was given some corrections and feedback on the reel.



Image 7.6

I was instructed to make a reel video of the CBO workshop in partnership with Muslim Charity. Here I added the snippets of what happened in the workshop and added some written details for better understanding.

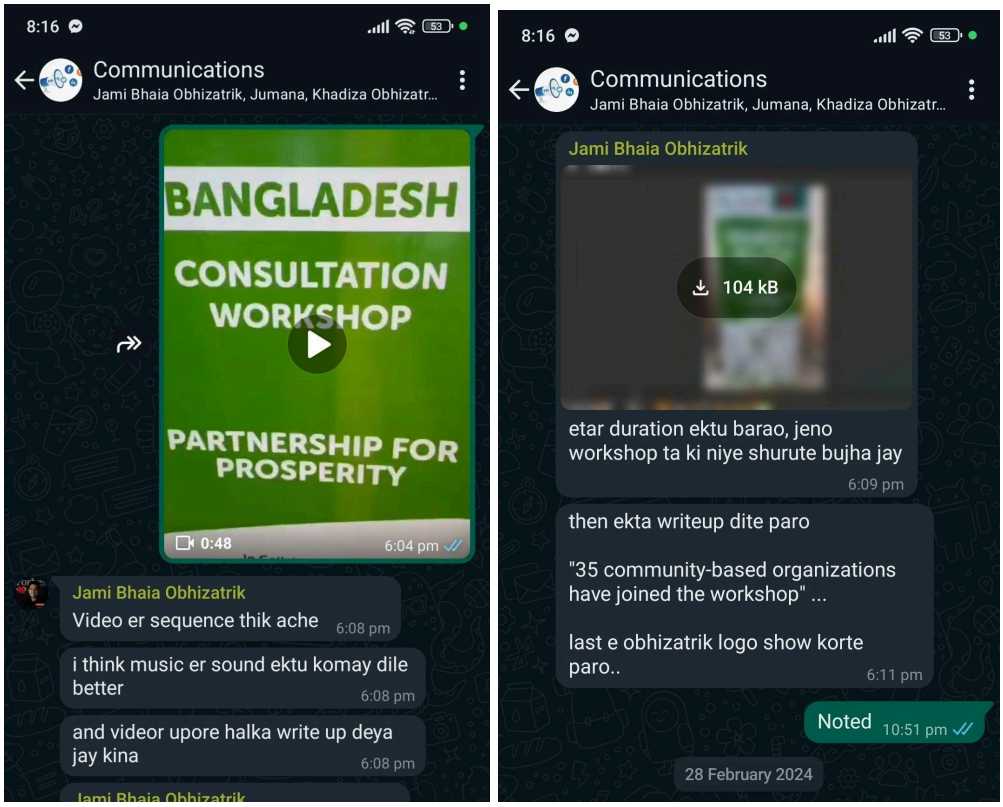


Image 7.7-8

Here, I was given some corrections and feedback on the reel about CBO workshop.

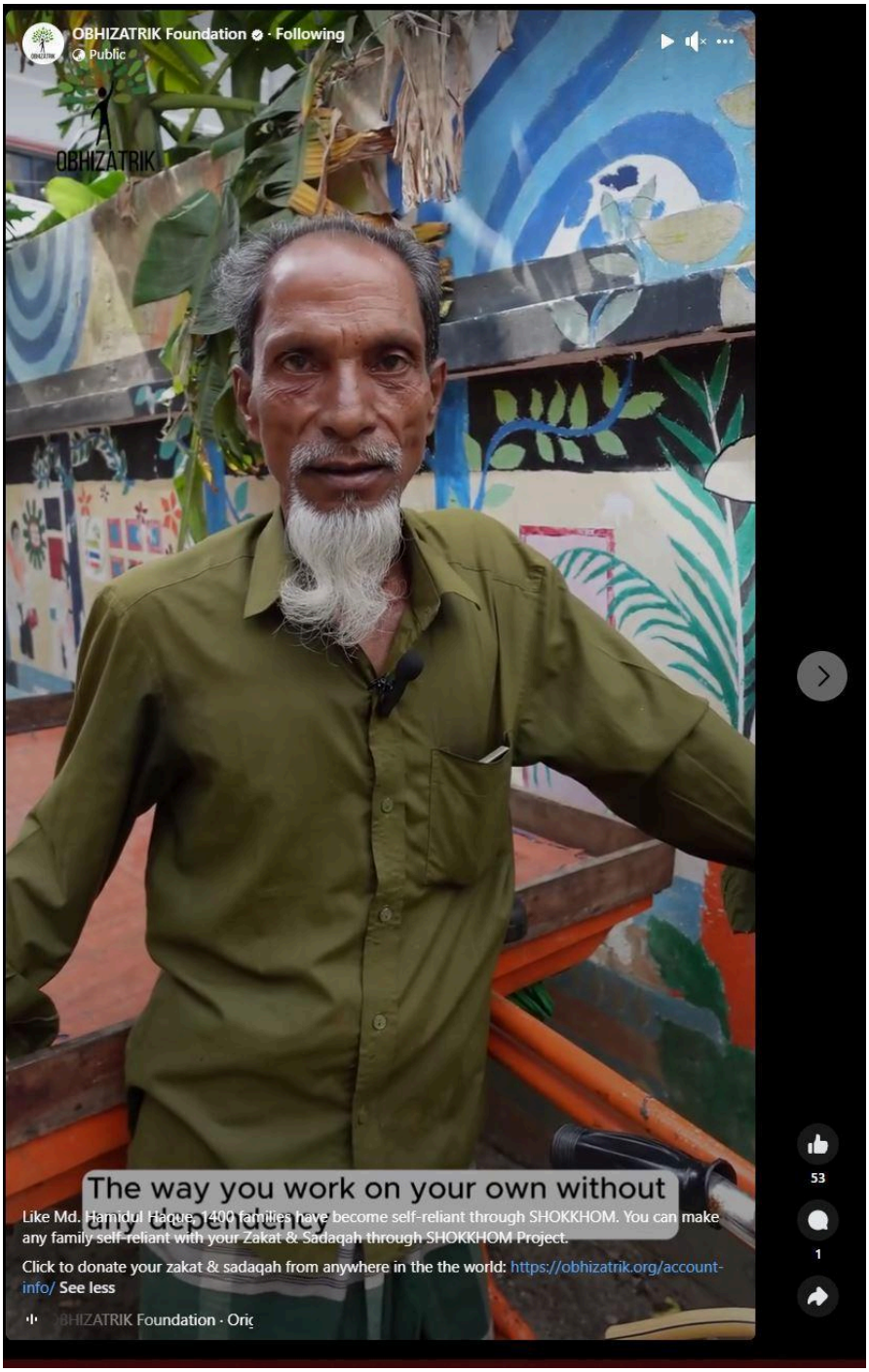


Image 7.9 Screenshot of SHOKKHOM reel of Facebook

I made this reel about one of our beneficiaries MD. Hamidul Haque who got a van by applying in the SHOKKHOM project. Here, he shared how it changed his life in a positive way. I added English subtitles to make it understandable for the foreign donors. It was used in both the local and international page of OBHIZATRIK Foundation. I wrote the caption of the reel as well.

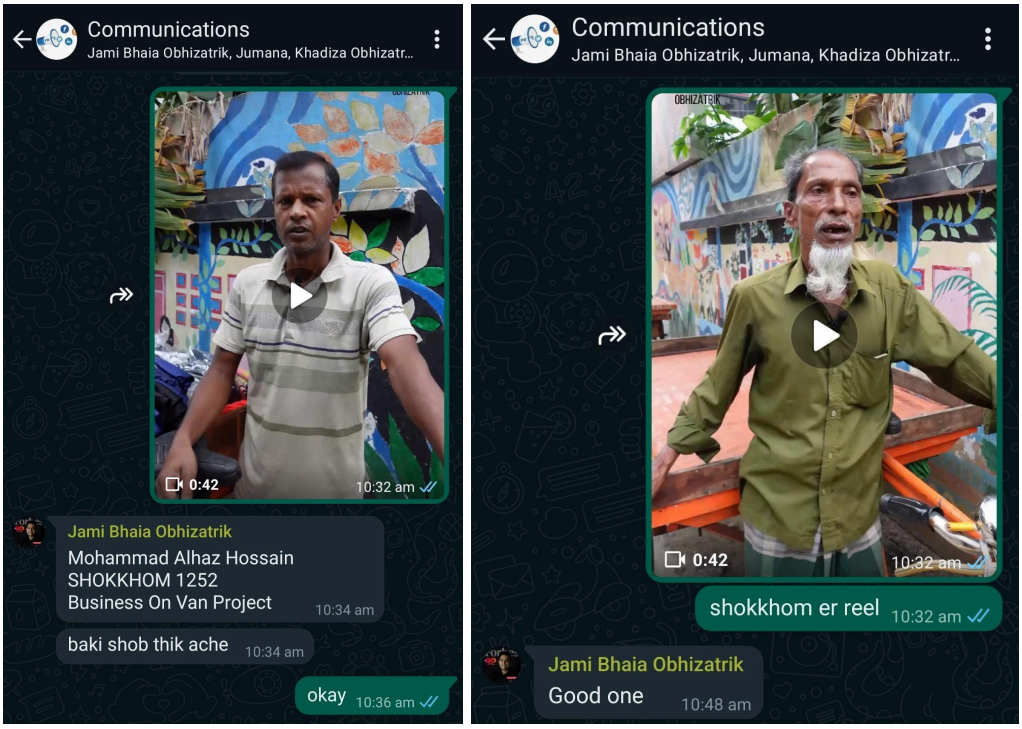


Image 7.10-11 Correction on a SHOKKHOM reels.



Image 7.12 I made this video of one of our advisors from the Shariah board regarding the benefits of giving Zakat.

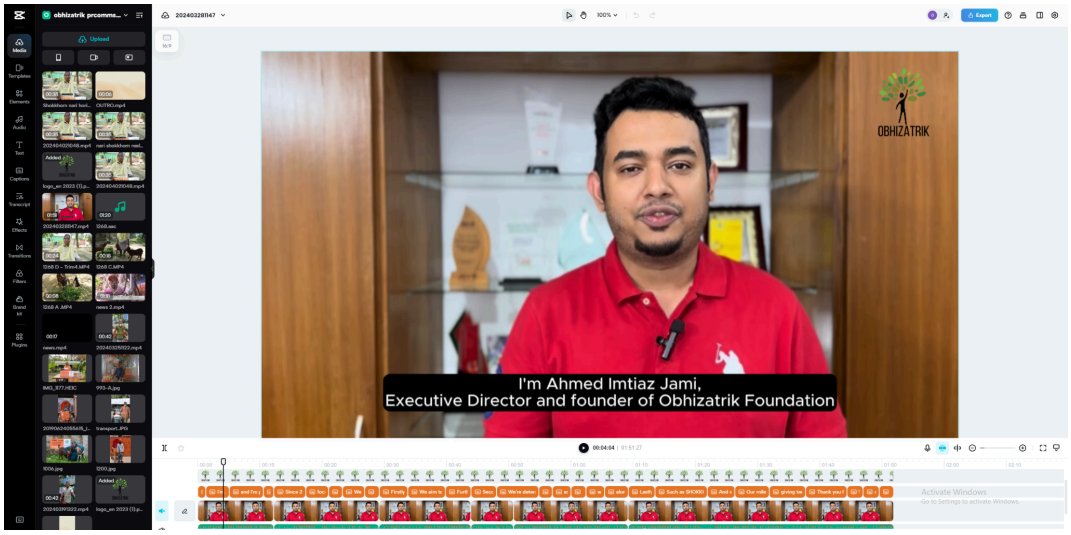


Image 7.13 Screenshot of the Yidan Prize Funding Speech video editing on Capcut

This was a project that was submitted for 'Yidan Prize Funding'. I wrote the script and shot the video of our president giving the speech. Then I edited the video on Capcut where I added the voice recording separately and edited the subtitle.

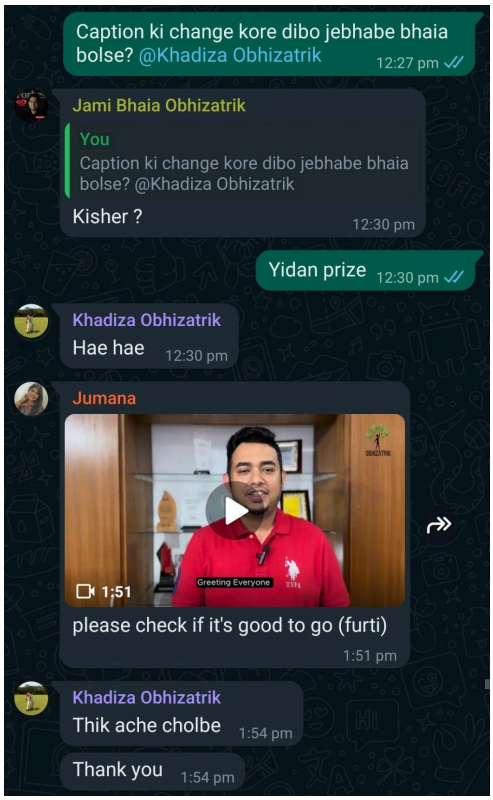


Image 7.14 Feedback on the 'Yidan Prize Funding' speech video.

Challenges:

- I didn’t know much about video editing. I had to learn editing by myself.
- I was not physically present in some of the events, like the workshop. I had to collect all the data from other people to edit the videos.
- I had to translate the beneficiary’s interview to add English subtitles.
- I didn’t have Adobe Premier pro installed on my work PC. That’s why I had to edit the videos on online free video editors.
- In the ‘Yidan Prize Funding’ video, the speech delivery was in Bangla. So I had to translate the entire speech in English and add subtitles.

Mistakes:

- There were a few transitional mistakes as the online softwares wasn't as good as Adobe Premiere pro.
- The speech was first prepared in English. It would be better if I prepared the speech in Bangla.

Learnings:

- I learned how to edit reels and videos.
- I learned how to take interviews of beneficiaries.
- I learned how to work under pressure.
- I learned how to add subtitles properly.

Project 8

Project name: Digital posters and post making for Social Media

Project type: Promotional content

Project brief: For the organization's promotion, social media contents are very important. That includes static posts, still pictures with captions, posts on special days etc. All these contents were used for OBHIZATRIK's organizational, both local and international page and project's promotion.

My responsibility & task: I was given the responsibility of preparing the social media contents like static posts, posts for special days and holidays, still pictures with captions. I shot some of the photos that were used in making the posts. I made these digital posters, static posts on Canva and Adobe Illustrator according to the organization's requirement.

Relevant pictures:

Social Media posts on special days/holidays:



Image 8.1 Editing poster for 'International day of Happiness' on Canva.

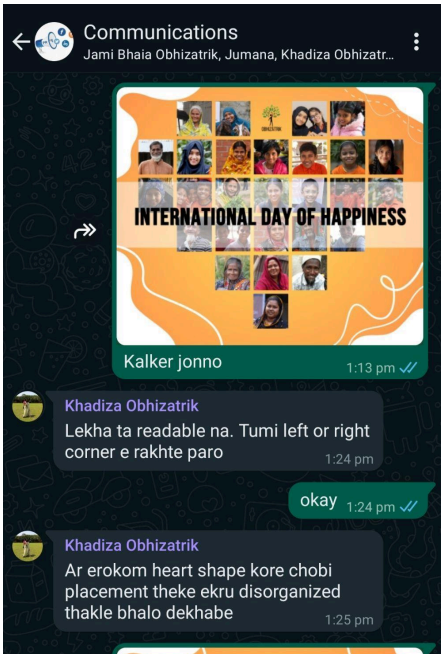


Image 8.2 Correction and feedback from work supervisor.



Image 8.3 After getting final approval, I wrote the caption and posted it on the Facebook, Instagram page.

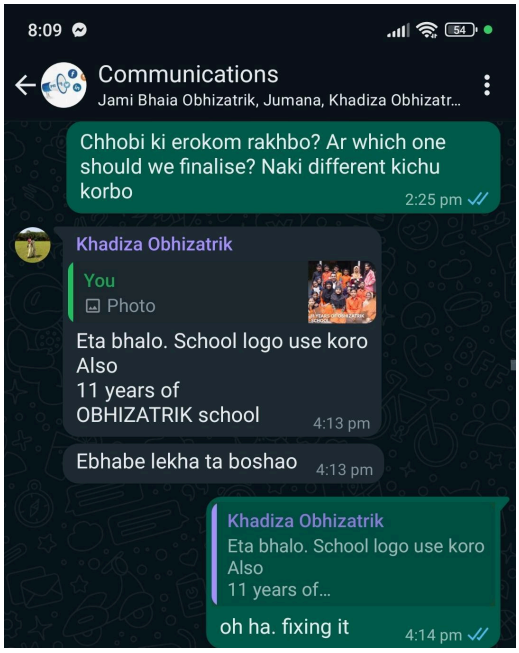


Image 8.4 Corrections on school foundation day post.



Image 8.5 After getting final approval, I wrote the caption and posted it on Facebook.



Image 8.6 I made this post on Adobe Illustrator. It's about National Children's Day. I took the background photo and made the digital poster. After getting final approval, I wrote the caption and posted it on the Facebook, Instagram page.

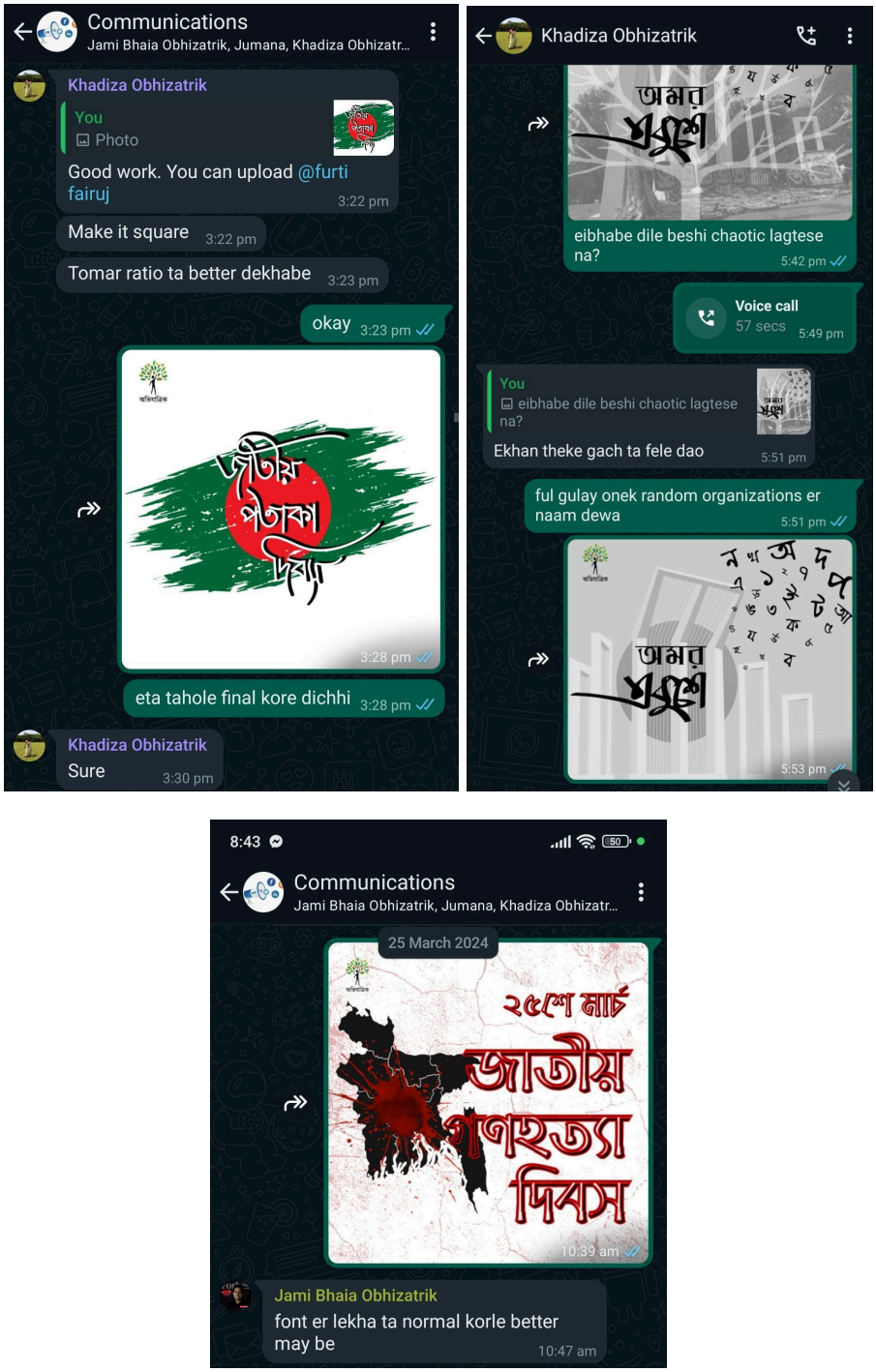


Image 8.7-9 Correction and feedback from work supervisor and the president.



Image 8.10 I made these posts on Canva and Adobe Illustrator. These digital posters were posted on some of our national days. I wrote the caption and posted them on the social media handles of OBHIZATRIK Foundation.

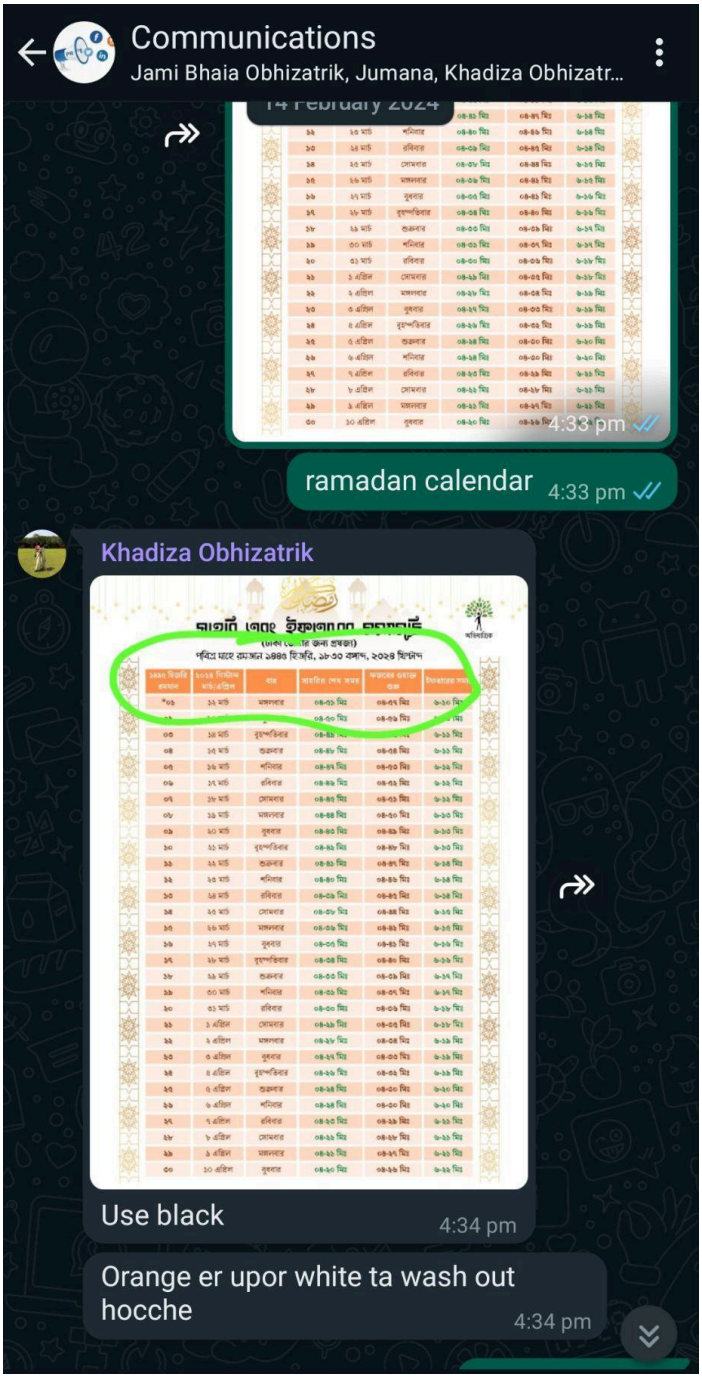
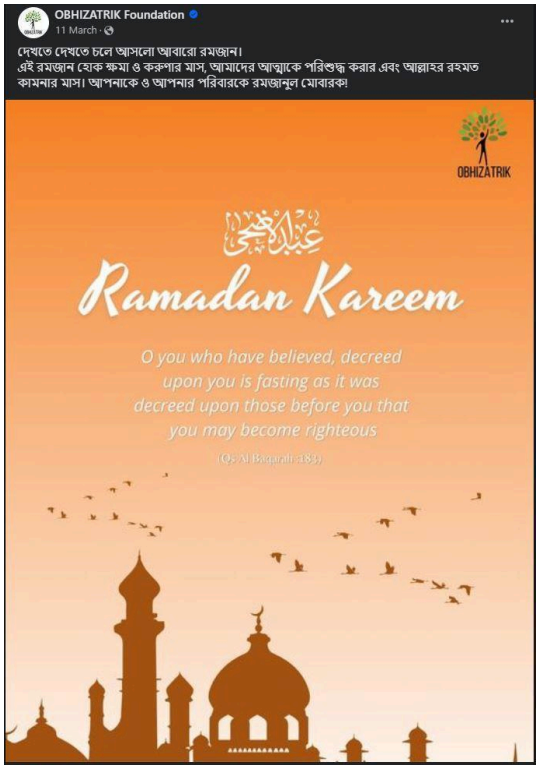
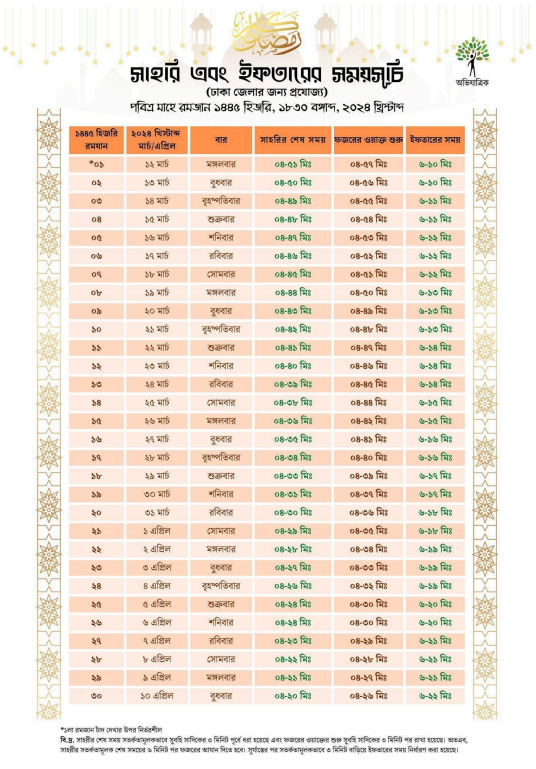


Image 8.11 Corrections on Ramadan calendar from work supervisor.







১৪৪৫ হিজরি রমযান	২০২৪ খ্রিস্টাব্দ মার্চ/এপ্রিল	বার	সাহরির শেষ সময়	ফজরের ওয়াক্ত শুরু	ইফতারের সময়
*০১	১২ মার্চ	মঙ্গলবার	০৪-৫১ মিঃ	০৪-৫৭ মিঃ	৬-১০ মিঃ
০২	১৩ মার্চ	বুধবার	০৪-৫০ মিঃ	০৪-৫৬ মিঃ	৬-১০ মিঃ
০৩	১৪ মার্চ	বৃহস্পতিবার	০৪-৪৯ মিঃ	০৪-৫৫ মিঃ	৬-১১ মিঃ
০৪	১৫ মার্চ	শুক্রবার	০৪-৪৮ মিঃ	০৪-৫৪ মিঃ	৬-১১ মিঃ
০৫	১৬ মার্চ	শনিবার	০৪-৪৭ মিঃ	০৪-৫৩ মিঃ	৬-১২ মিঃ
০৬	১৭ মার্চ	রবিবার	০৪-৪৬ মিঃ	০৪-৫২ মিঃ	৬-১২ মিঃ
০৭	১৮ মার্চ	সোমবার	০৪-৪৫ মিঃ	০৪-৫১ মিঃ	৬-১২ মিঃ
০৮	১৯ মার্চ	মঙ্গলবার	০৪-৪৪ মিঃ	০৪-৫০ মিঃ	৬-১৩ মিঃ
০৯	২০ মার্চ	বুধবার	০৪-৪৩ মিঃ	০৪-৪৯ মিঃ	৬-১৩ মিঃ
১০	২১ মার্চ	বৃহস্পতিবার	০৪-৪২ মিঃ	০৪-৪৮ মিঃ	৬-১৩ মিঃ
১১	২২ মার্চ	শুক্রবার	০৪-৪১ মিঃ	০৪-৪৭ মিঃ	৬-১৪ মিঃ
১২	২৩ মার্চ	শনিবার	০৪-৪০ মিঃ	০৪-৪৬ মিঃ	৬-১৪ মিঃ
১৩	২৪ মার্চ	রবিবার	০৪-৩৯ মিঃ	০৪-৪৫ মিঃ	৬-১৪ মিঃ
১৪	২৫ মার্চ	সোমবার	০৪-৩৮ মিঃ	০৪-৪৪ মিঃ	৬-১৫ মিঃ
১৫	২৬ মার্চ	মঙ্গলবার	০৪-৩৬ মিঃ	০৪-৪২ মিঃ	৬-১৫ মিঃ
১৬	২৭ মার্চ	বুধবার	০৪-৩৫ মিঃ	০৪-৪১ মিঃ	৬-১৬ মিঃ
১৭	২৮ মার্চ	বৃহস্পতিবার	০৪-৩৪ মিঃ	০৪-৪০ মিঃ	৬-১৬ মিঃ
১৮	২৯ মার্চ	শুক্রবার	০৪-৩৩ মিঃ	০৪-৩৯ মিঃ	৬-১৭ মিঃ
১৯	৩০ মার্চ	শনিবার	০৪-৩১ মিঃ	০৪-৩৭ মিঃ	৬-১৭ মিঃ
২০	৩১ মার্চ	রবিবার	০৪-৩০ মিঃ	০৪-৩৬ মিঃ	৬-১৮ মিঃ
২১	১ এপ্রিল	সোমবার	০৪-২৯ মিঃ	০৪-৩৫ মিঃ	৬-১৮ মিঃ
২২	২ এপ্রিল	মঙ্গলবার	০৪-২৮ মিঃ	০৪-৩৪ মিঃ	৬-১৯ মিঃ
২৩	৩ এপ্রিল	বুধবার	০৪-২৭ মিঃ	০৪-৩৩ মিঃ	৬-১৯ মিঃ
২৪	৪ এপ্রিল	বৃহস্পতিবার	০৪-২৬ মিঃ	০৪-৩২ মিঃ	৬-১৯ মিঃ
২৫	৫ এপ্রিল	শুক্রবার	০৪-২৪ মিঃ	০৪-৩০ মিঃ	৬-২০ মিঃ
২৬	৬ এপ্রিল	শনিবার	০৪-২৪ মিঃ	০৪-৩০ মিঃ	৬-২০ মিঃ
২৭	৭ এপ্রিল	রবিবার	০৪-২৩ মিঃ	০৪-২৯ মিঃ	৬-২১ মিঃ
২৮	৮ এপ্রিল	সোমবার	০৪-২২ মিঃ	০৪-২৮ মিঃ	৬-২১ মিঃ
২৯	৯ এপ্রিল	মঙ্গলবার	০৪-২১ মিঃ	০৪-২৭ মিঃ	৬-২১ মিঃ
৩০	১০ এপ্রিল	বুধবার	০৪-২০ মিঃ	০৪-২৬ মিঃ	৬-২২ মিঃ

*১লা রমজান চাঁদ দেখার উপর নির্ভরশীল
বি.দ্র. সাহরীর শেষ সময় সতর্কতামূলকভাবে সুবহি সাদিকের ৩ মিনিট পূর্বে ধরা হয়েছে এবং ফজরের ওয়াক্তের শুরু সুবহি সাদিকের ৩ মিনিট পর ধরা হয়েছে। অতএব, সাহরীর সতর্কতামূলক শেষ সময়ের ৬ মিনিট পর ফজরের আযান দিতে হবে। সূর্যাস্তের পর সতর্কতামূলকভাবে ৩ মিনিট বাড়িয়ে ইফতারের সময় নির্ধারণ করা হয়েছে।

Image 8.12-14 I made these posts and the Ramadan calendar on Canva and Adobe Illustrator combined. These posters were posted on Shab-e-Barat and on the first day of Ramadan. I wrote the caption and posted them on the social media handles of OBHIZATRIK Foundation.

Promotional posters and static post:



Image 8.15 I made this post to promote the Child Sponsorship program. The photo used in the background was also taken by me. I made this post on Canva. I wrote the caption as well.



Image 8.16 I made this post to promote the Child Sponsorship program. The photo used in the background was also taken by me. I made this post on Canva. I wrote the caption as well.



Image 8.17 I made this post to promote the Ramadan Campaign. The photo used in the background was also taken by me. I made this post on Adobe Illustrator. I wrote the caption and posted it on social media handles.



Image 8.18 I made this post to promote the Child Sponsorship program. The photo used in the background was also taken by me. I made this post on Canva. I wrote the caption and then posted it on social media handles.



Image 8.19 I made this static post to highlight the donation option on the Bkash app. I created this post on Canva.



Image 8.20 I made this post on Canva. Then wrote an appropriate caption for it and posted it on social media handles.



Image 8.21 I made this static post on Canva. It was to promote OBHIZATRIK Foundation's Ramadan Campaign. I wrote the caption and posted it on social media handles.



Image 8.22 Picture taken while working on preparing a post.



Image 8.23 I made this budget post on Adobe Illustrator. After approval, I wrote the caption and posted it on all the social media handles.

Newsletter:

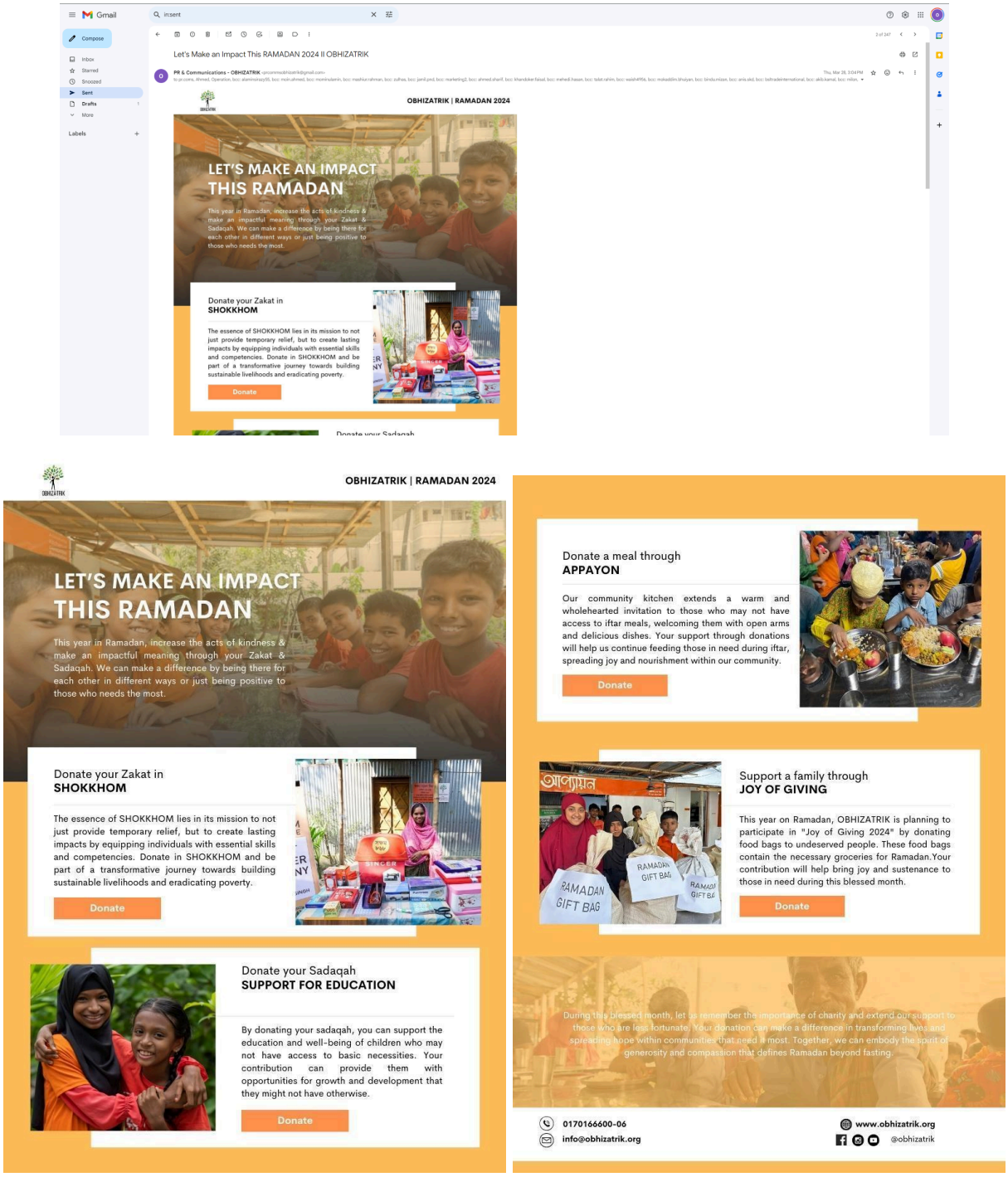


Image 8.24-26 I made a newsletter about the launching of the Ramadan Campaign.

I made the newsletter on Canva. I gave small descriptions of all the main projects of OBHIZATRIK Foundation. I discussed with the head of operations about the descriptions and

design of the newsletter and then finalized it. Then along with my teammate, I sent the mails to all the donors and collaborators.

Challenges:

- I didn't have good skill in Adobe Illustrator. I had to learn a lot of things in order to work on Adobe Illustrator.
- Writing captions sometimes was tough as I had to post many similar posts in a row. Coming up with a different caption for similar posts was a bit challenging for me.
- I never created calendars before. Making the Ramadan calendar was a bit challenging. Also I had to focus on putting the dates and timing perfectly as it was a sensitive topic.
- I had to deal with a few different people for post approval. Because of having a variety of opinions, it would get a bit difficult to finalize a post sometimes.

Mistakes:

- I made a typing mistake on the Ramadan calendar. I had to fix it before reposting it again.
- The newsletter was sent to too many people separately from my work mail, which a lot of people reported spam and that resulted in having a blocked mail id for a few days. It disrupted our workflow. We should've chosen a different technique and only sent the newsletter to those who signed up for it.

Learnings:

- My skill on Canva got better.
- I can come up with good captions after 3 months of my internship.
- I can plan better contents now.

Project 9

Project name: Banner, Table toppers for different events, SHOKKHOM budget booklet, School annual calendar

Project type: Printable

Project brief: Different events and projects require different banners, x banners, booklets and table toppers. OBHIZATRIK Foundation required many of these on different occasions.

My responsibility & task: I was given the responsibility of preparing banners, x banners, booklets and table toppers on Canva and Adobe Illustrator. Mainly for this reason I needed to work on my Adobe Illustrator skills. My colleagues would provide me with the requirements and then I would design them accordingly.

Relevant pictures:

Banners and table toppers:

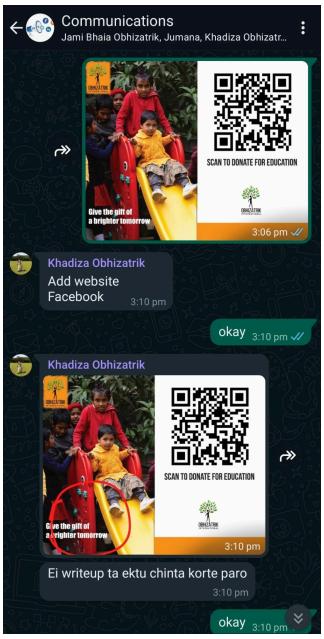


Image 9.1 Correction and feedback on table topper.

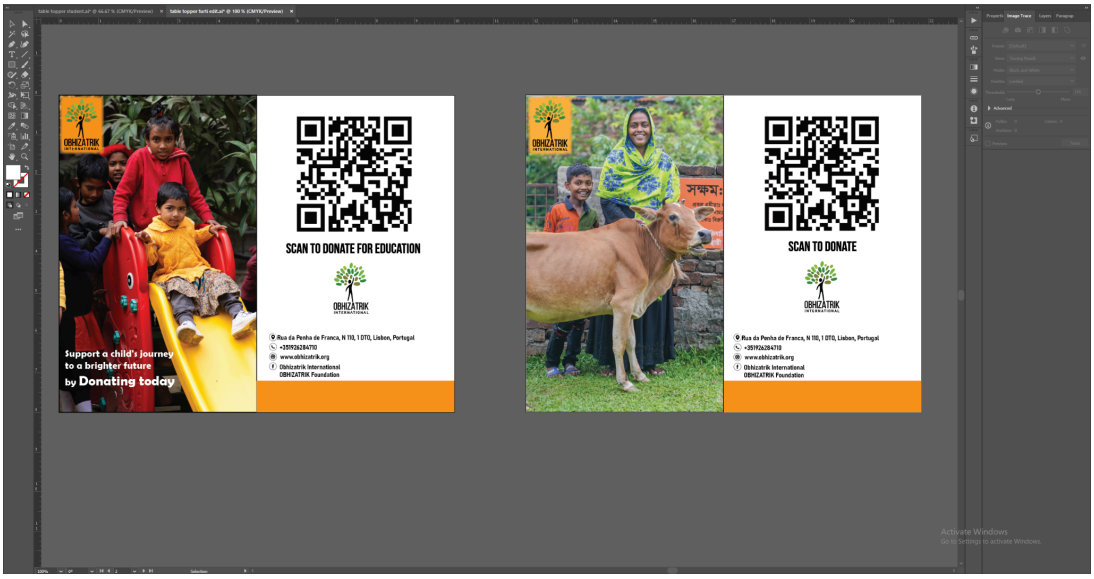


Image 9.2 Table topper for OBHIZATRIK International

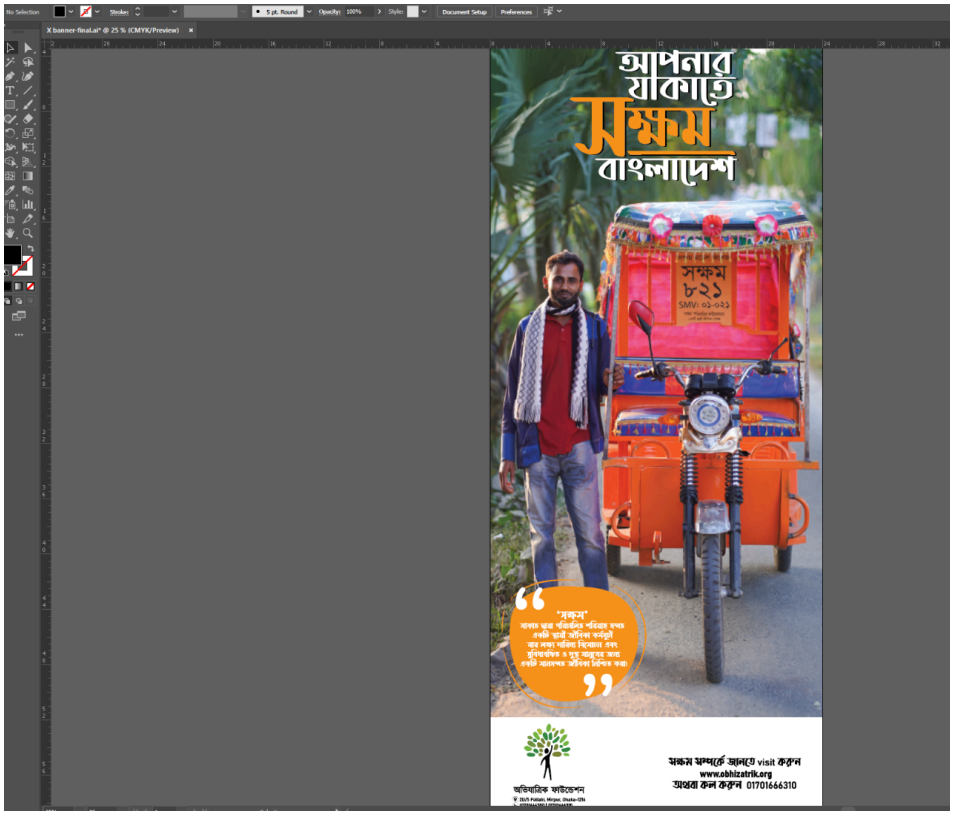


Image 9.3 X banner for SHOKKHOM

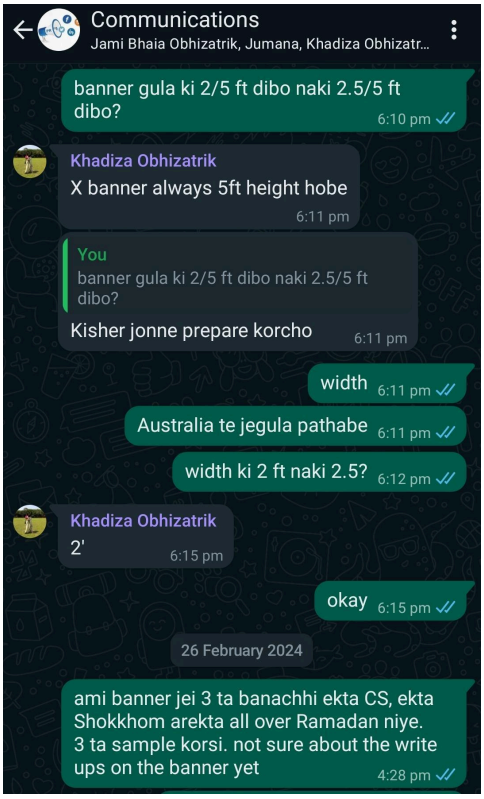


Image 9.4 Feedback on X banner for Obhizatrik International.

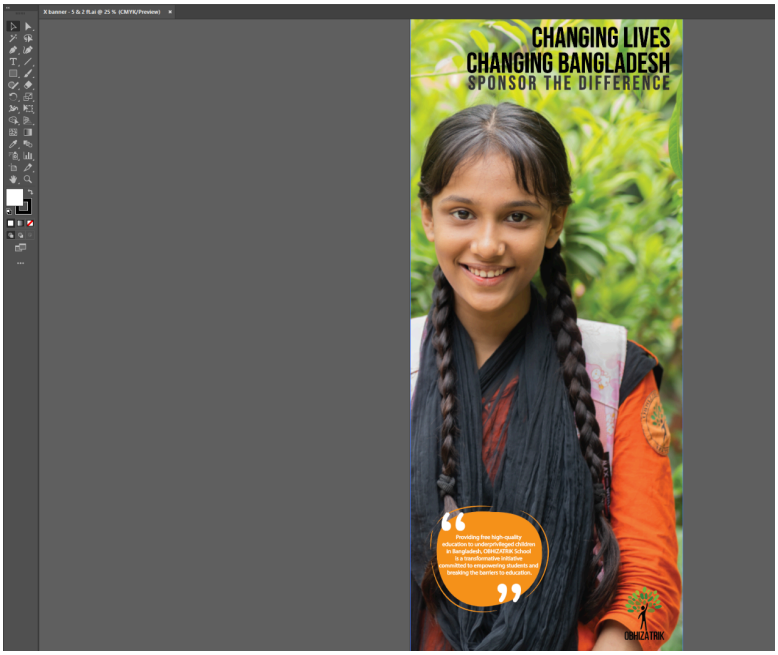


Image 9.5 X banner for Child Sponsorship



Image 9.6 X banner for OBHIZATRIK International

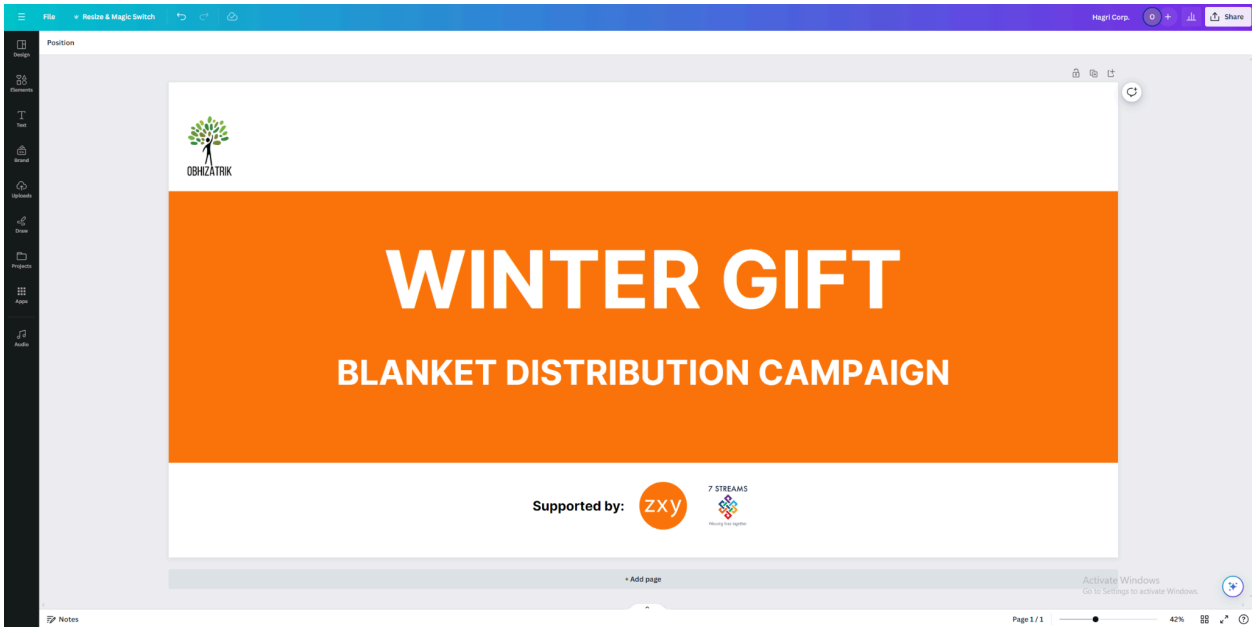


Image 9.7 Banner for Winter Gift Distribution

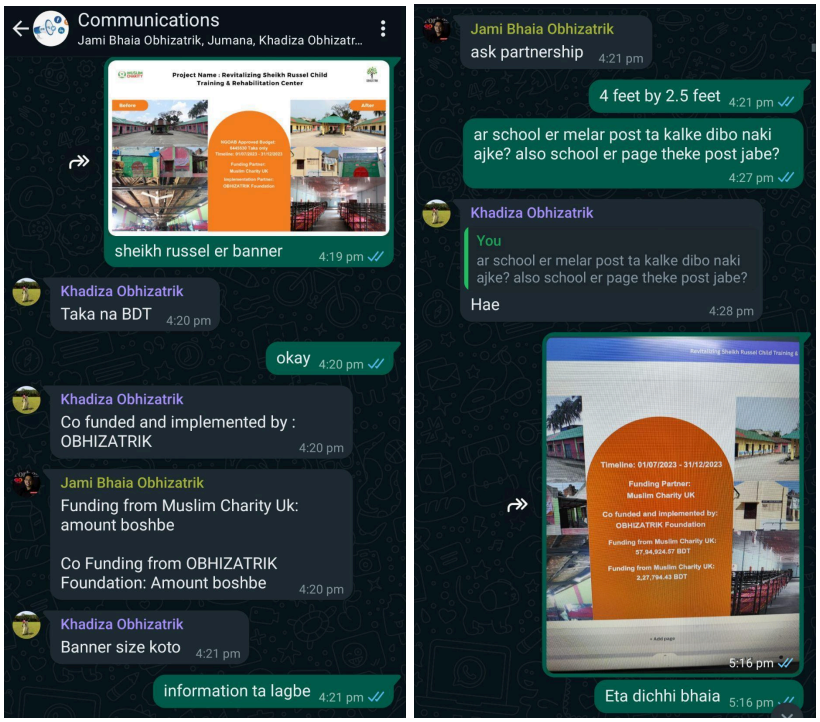


Image 9.8-9 Feedback and correction on banner for Muslim Charity's visit to Sheikh Russel

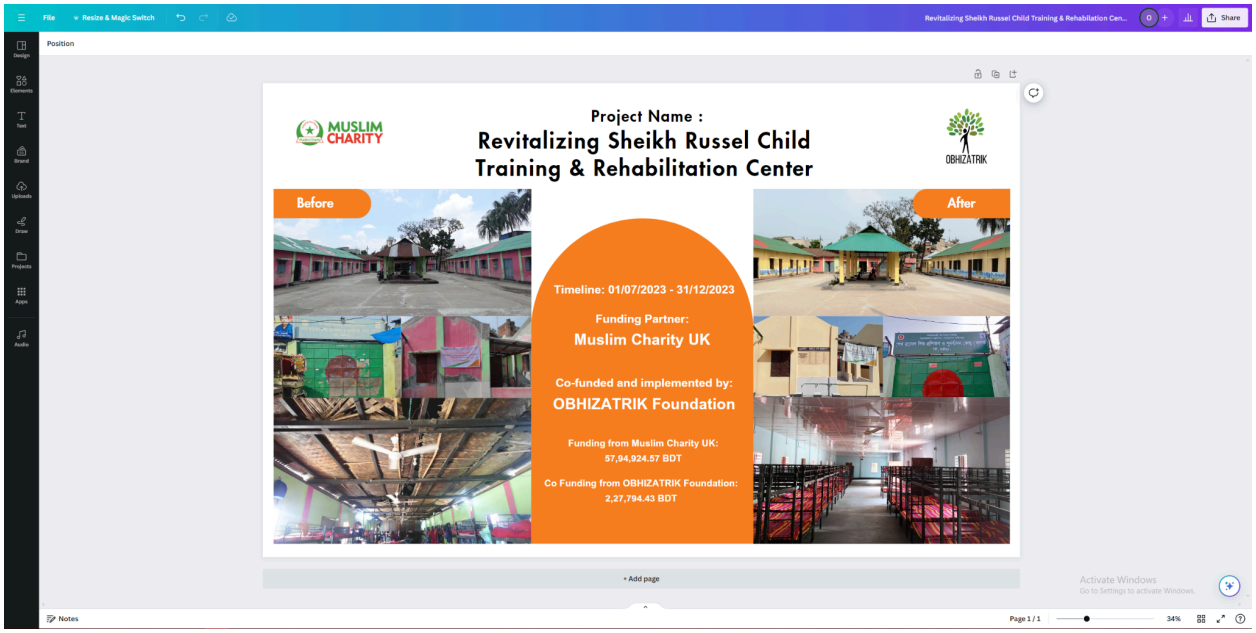


Image 9.10 Banner for Muslim Charity's visit to Sheikh Russel Child Training & Rehabilitation Center

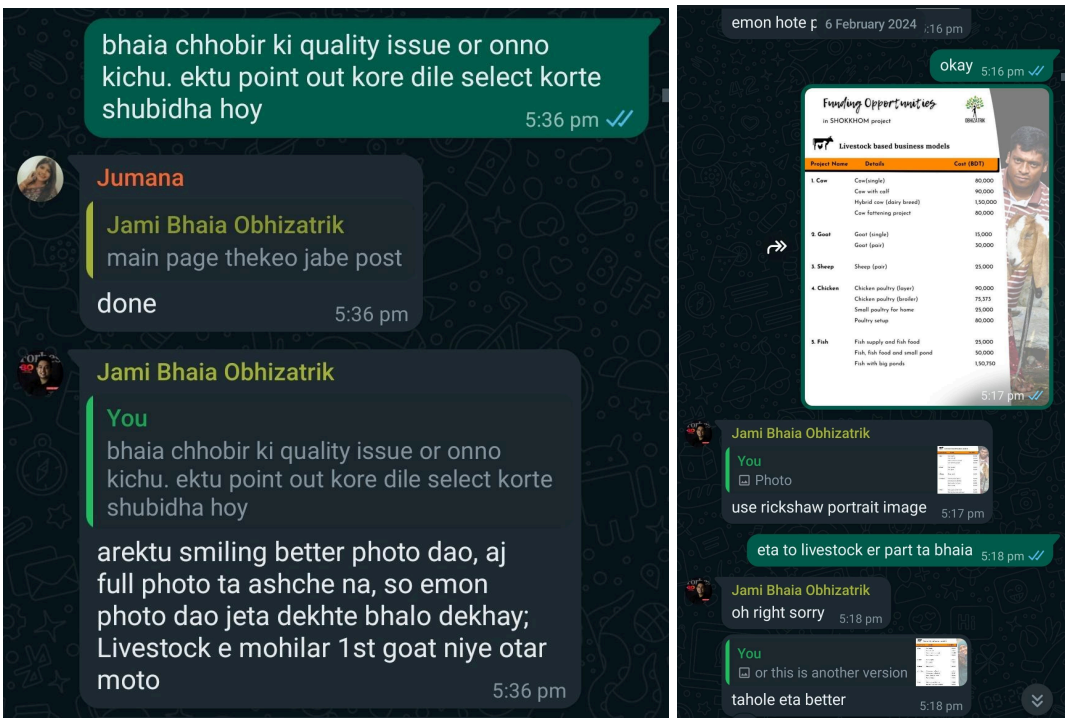


Image 9.11-12 Correction and feedback on SHOKKHOM budget book

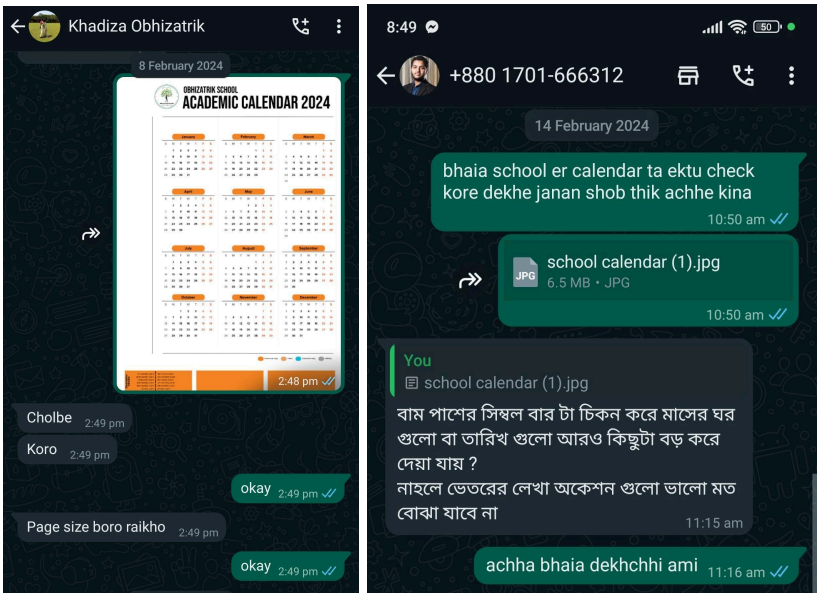
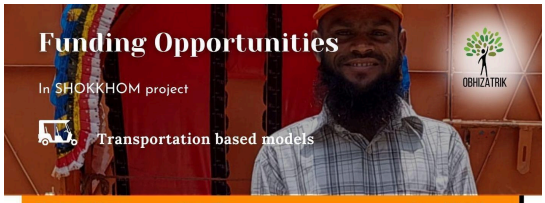


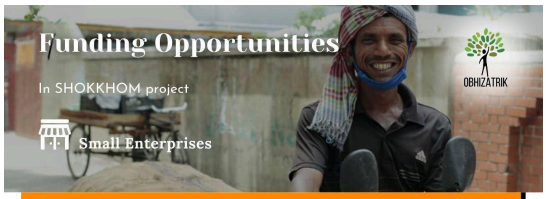
Image 9.13-14 Correction and feedback on school calendar from work supervisor and school administrator.



Project Name	Details	Cost (BDT)
1. Cow	Cow(single)	80,000
	Cow with calf	90,000
	Hybrid cow (dairy breed)	1,50,000
	Cow fattening project	80,000
2. Goat	Goat (single)	15,000
	Goat (pair)	30,000
3. Sheep	Sheep (pair)	25,000
4. Chicken	Chicken poultry (layer)	90,000
	Chicken poultry (broiler)	75,373
	Small poultry for home	25,000
	Poultry setup	80,000
5. Fish	Fish supply and fish food	25,000
	Fish, fish food and small pond	50,000
	Fish with big ponds	1,50,750



Project Name	Details	Cost (BDT)
1. Rickshaw	New Handmade Rickshaw	27,000
2. Van	New Van for product transportation	23,000
3. CNG	Used CNG for transport service	10,00,000
4. Auto-rickshaw	New Auto-Rickshaw for physically challenged person	1,25,000
5. Easy bike	New Easy Bike from showroom	1,15,000
6. Motor bike	New Motor Bike for ride sharing	1,00,000
7. Car	Used Car for ride sharing	6,00,000
8. Boat	New Boat for fishing and passenger transport	50,000



Project Name	Details	Cost (BDT)
1. Business on van	New van with a business setup	30,100
	Investment capital	20,000
2. Sewing machine	New machine in a tailor shop/individual use	15,000
	Tailor shop setup with two machines	40,000
	Tailor shop refurbishment	20,000
3. Tea stall	New tea stall with supplies and products	40,375
	Tea stall refurbishment	30,000
4. Grocery shop	New grocery shop with supplies and products	80,625
	Grocery shop refurbishment	40,000
5. Business on boat	New boat with fishing equipment	2,75,000
	Fishing equipment supply	50,000
6. Small shop	New shop with supplies and products	40,000
	Small shop refurbishment	25,000
7. Food stall	New food stall with supplies and products	50,000
	Food stall refurbishment	30,000



Project Name	Details	Cost (BDT)
1. Fabric/ Clothing business	Supplies and setup; group	15,000
2. Backyard/ Rooftop farming	Seeds, saplings, pots, supplies	20,000
3. Handicraft and Crochet business	Supplies and setup; group	40,000
4. Embroidery business	Supplies and setup; group	40,000
5. Hand Block business setup	Supplies and setup; group	50,000
6. Plant nursery store	Saplings, pots, supplies; group	50,000
7. Home made food supple business	Supplies and cooking setup	60,000
8. Convenience store/general store	Full shop setup with supplies	80,000
9. Women's boutique shop setup	Full shop setup with supplies	80,000

Image 9.15-18 SHOKKHOM budget book



Image 9.19 OBHIZATRIK School's annual calendar

Challenges:

- I didn’t have good skill in Adobe Illustrator. I had to learn a lot of things in order to work on Adobe Illustrator.
- One of the colleagues from the education department had color blindness. So I had to make a calendar keeping his health issues in mind. I had to choose colors which would be easier for him to differentiate.
- I made some of the printable on Canva which later created a little technical complication while printing.
- Even after using Adobe Illustrator, I had to face some difficulties while printing. I later figured out the issue and fixed it.

Mistakes:

- I should have made all the printable on Adobe Illustrator. Canva is not great for printing materials.
- The Sheikh Russel’s event banner was made on Canva and created difficulty while printing.
- I should've expanded the typographies before sending the files for printing.

Learnings:

- My skill on Adobe Illustrator got better.
- My skill on Canva got better.

Project 10

Project name: Annual book 2023

Project type: Publications

Project brief: Annual book or annual report is mandatory content for any organization. OBHIZATRIK Foundation made an annual report of 2023 in March. It needed design ideas, front cover, students, staff photos, interviews to add in the book.

My responsibility & task: I was assigned to take some portraits of the students and staff for the annual book. I was also assigned to interview some students for this. First I took some photos of the organization's president with the students. Then I took interviews of 3 students. I chose the best one after discussing with my team and wrote the interview down with a selected picture of the interviewee. Then I took some more student portraits for the front page of the annual book. After the photo sessions, I sat with the head of operations for designing the annual book. After completing the design, I gave it a proof reading and it was sent for printing.

Relevant pictures:

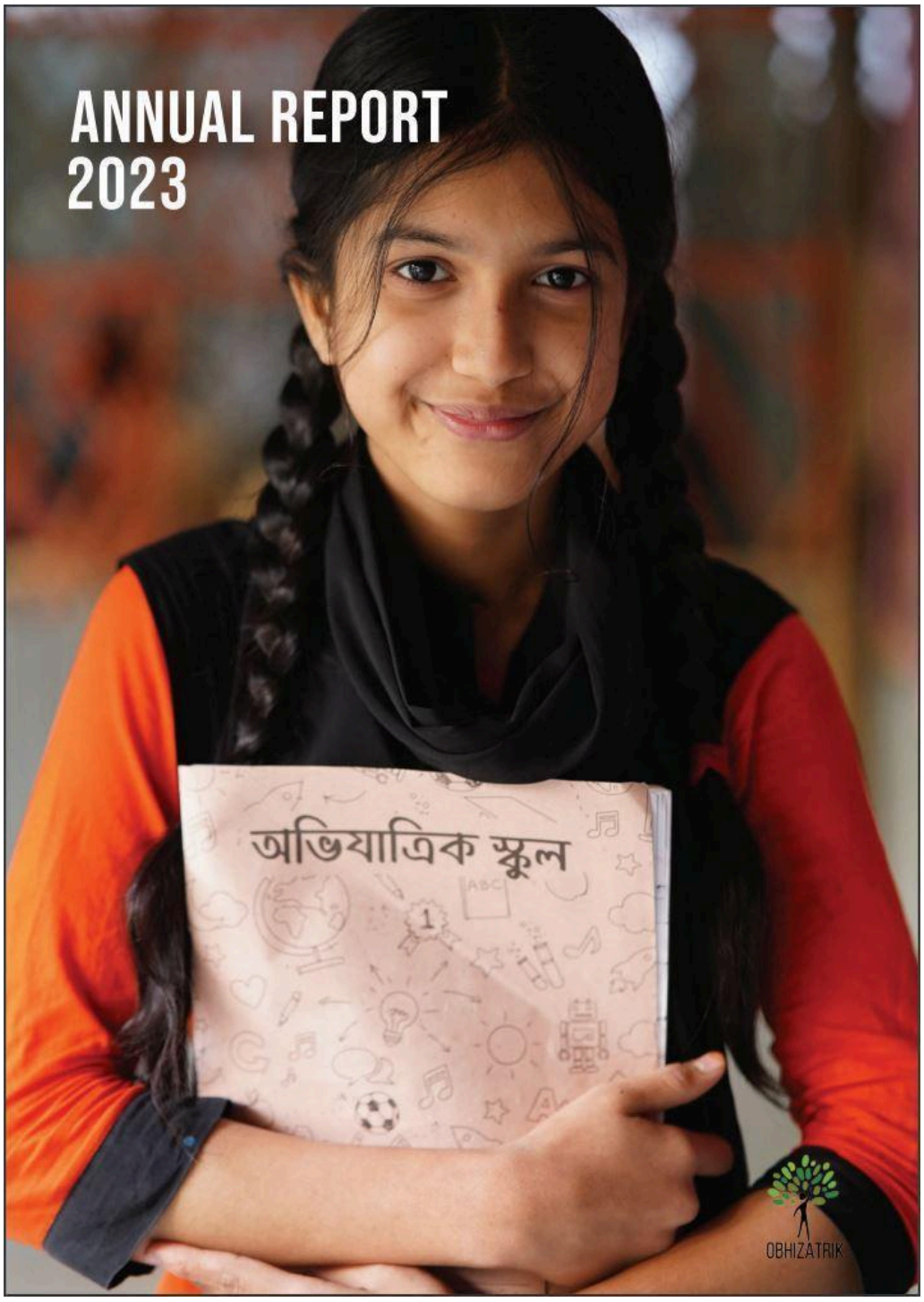


Image 10.1 One of the photos taken by me was selected for the cover photo of the annual book.



Image 10.2 Student's interview and portrait by me.

I took a picture of the student named Itimoni and took her interview. In that interview, she shared the story of her life. Then I translated the interview, finalized a portrait of her. Finally, we set it in the annual book design.



Image 10.3 Staff photos in annual book

I took most of the staff photos in the annual book team's page. These photos have been published in the website team page as well.



Ahmed Imtiaz Jami, Founder-President, OBHIZATRIK

Image 10.4 The Founder-president with students in school, photo published in annual book I took this photo of the organization's president interacting with the school student and it was selected as the second photo in the annual book 2023.



Image 10.5 Behind the scene of photo session in school

Challenges:

- When I arranged the shoot schedule, I had to inform everyone individually about it.
- Sometimes the kids were mischievous, which made the job a bit more difficult.
- In order to complete the Annual book design, I had to manage schedules with the head of the operations, which was a bit difficult due to our individual assigned works.

Mistakes:

- There was a mistake in recording the interview. For this reason, I made a mistake in writing Itimoni's nickname.
- I should have asked for someone's assistance while doing the shoot in school. It would make the job much easier and more efficient.

Learnings:

- Always keep an assistance while shooting.
- Need to listen to interviews more carefully to avoid such mistakes.

Project 11

Project name: Post Schedule

Project type: Planning whole month's post schedule

Project brief: The communications department is responsible for making the post schedule on google sheet before the month starts. It includes what post will be posted on which date. And later they need to mark if the scheduled post got posted on time or got delayed or missed. This is to keep track of the contents.

My responsibility & task: I was assigned to make the post schedule with my colleague from the communication department. We had meetings with my work supervisor before making every month's post schedule. After the meeting we made the post schedule together.

Relevant pictures:

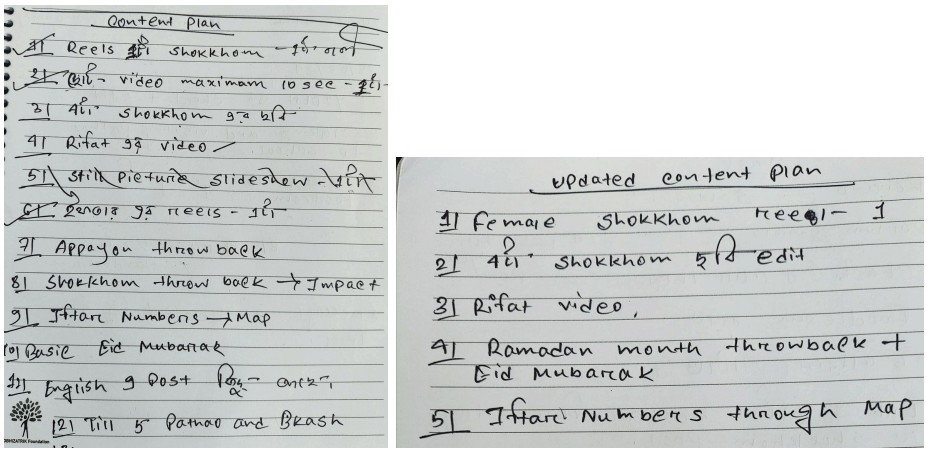
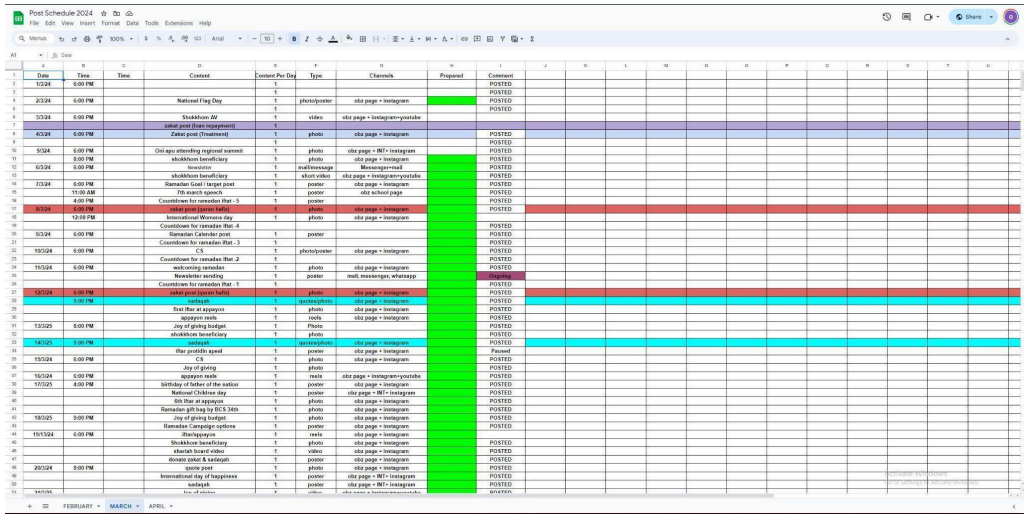
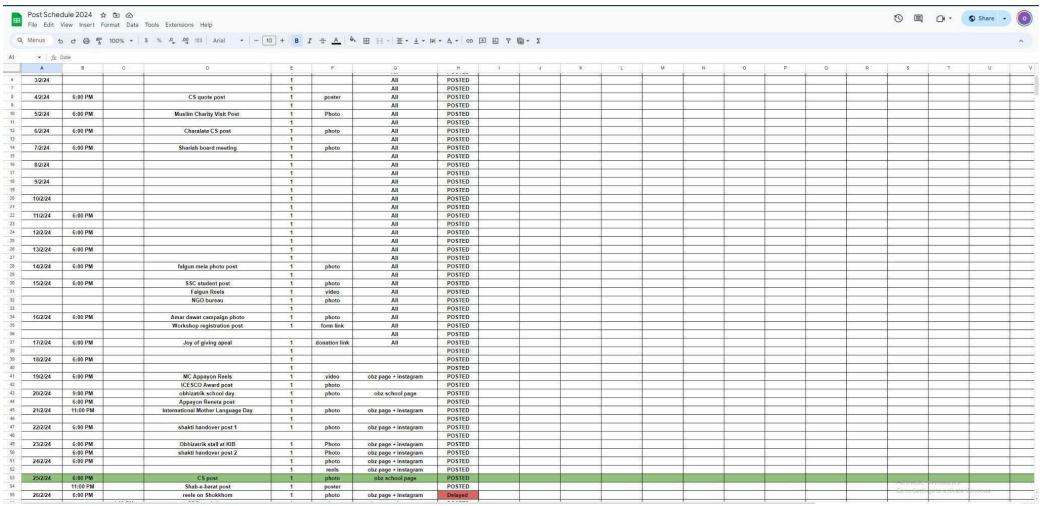


Image 11.1-2 Content planning notes from meeting with my work supervisor





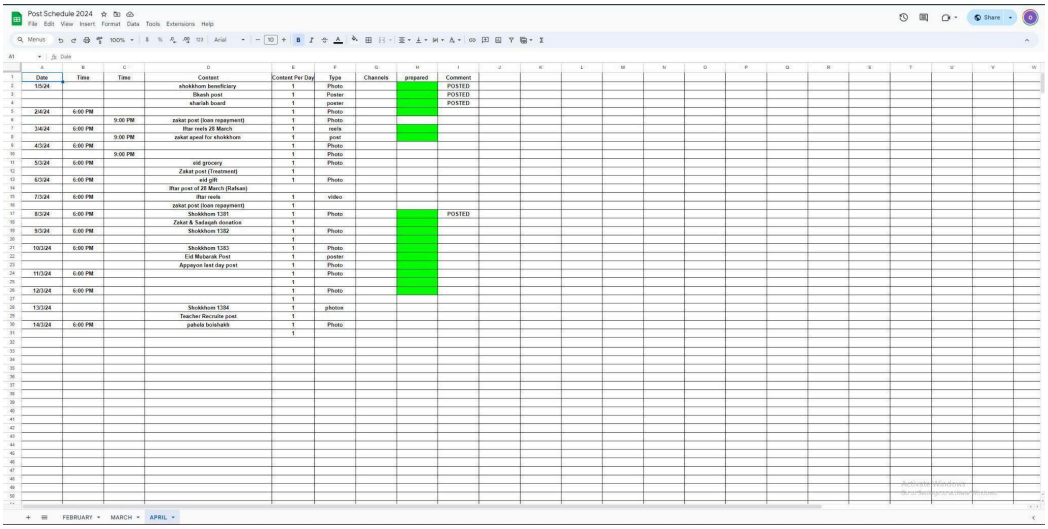


Image 11.3-5 Whole month's content planning on Google sheet

Challenges:

- Sometimes it was difficult to decide a few contents ahead of time.
- Keeping up with the schedule was a challenging task.
- If the schedule was not maintained, it would create a bad track record for the communications department.

Mistakes:

- We missed or delayed a few scheduled posts.
- We sometimes overcommit in scheduling the posts.

Learnings:

- I learned how to make a post schedule.
- I learned how to maintain timing.

Internship Outcomes

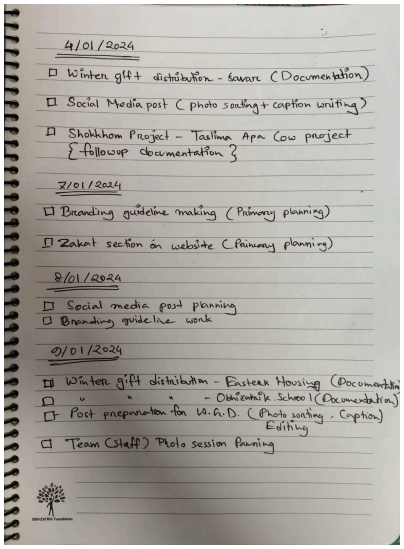
I applied in two organizations and chose OBHIZATRIK Foundation as my ultimate destination for my internship. And after finishing my internship journey, I can say that it was the perfect decision for me. As a person who tries to be empathetic as much as possible, working in an NGO who works for underprivileged people was the perfect opportunity.

I had goals to improve my personal and professional skills. And after being done I can definitely say that all the team work, field work, communications, meeting sessions, I've definitely achieved most of what I hoped for from my internship. I got important knowledge about community development, project management, and the complexities of working in a non-profit setting. My knowledge of social concerns, cultural sensitivity and effective communication has increased.

Sharing knowledge and experiences with others inside and outside the company was an important role I had throughout my internship. I used a variety of strategies, including blogging, website management, social media engagement and meetings to accomplish this. The goal of this endeavor was to raise awareness of the NGO's goals and accomplishments while also promoting organizational learning.

In conclusion, my internship at OBHIZATRIK Foundation has been deeply rewarding. Choosing this NGO allowed me to align my values with my work, focusing on serving underprivileged communities. My understanding of social issues and effective communication has significantly improved. I'm grateful for this experience and carry forward a renewed commitment to making a positive impact in the world.

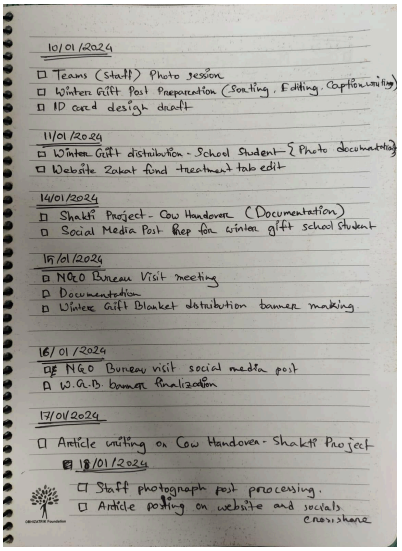
Worklog:


4/01/2024
- [ ] Winter gift distribution - Eswave (Documentation)
- [ ] Social Media post (photo sorting + caption writing)
- [ ] Shakthom Project - Taslima Apa Cow project {follow up documentation}

7/01/2024
- [ ] Branding guideline making (Primary planning)
- [ ] Zakat section on website (Primary planning)

8/01/2024
- [ ] Social media post planning
- [ ] Branding guideline work

9/01/2024
- [x] Winter gift distribution - Eastern Housing (Documentation)
- [ ] " " " - Oddfellow School (Documentation)
- [ ] Post preparation for W.A.D. (Photo sorting, Caption Editing)
- [ ] Team (Staff) Photo session Planning


10/01/2024
- [ ] Teams (staff) Photo session
- [ ] Winter Gift Post Preparation (Sorting, Editing, Caption writing)
- [ ] ID card design draft

11/01/2024
- [ ] Winter Gift distribution - School Student - {Photo documenting}
- [ ] Website Zakat fund treatment tab edit

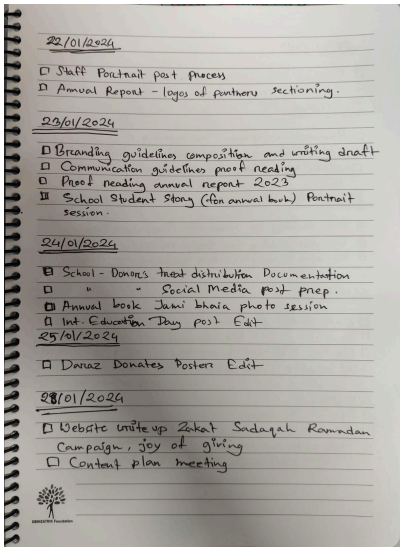
14/01/2024
- [ ] Shakti Project - Cow Handover (Documentation)
- [ ] Social Media Post Prep for winter gift school student

15/01/2024
- [ ] NGO Bureau Visit meeting
- [ ] Documentation
- [ ] Winter Gift Blanket distribution banner making

16/01/2024
- [ ] NGO Bureau visit social media post
- [ ] W.G.B. banner finalization

17/01/2024
- [ ] Article writing on Cow Handover - Shakti Project

18/01/2024
- [ ] Staff photograph post processing.
- [ ] Article posting on website and socials cross share

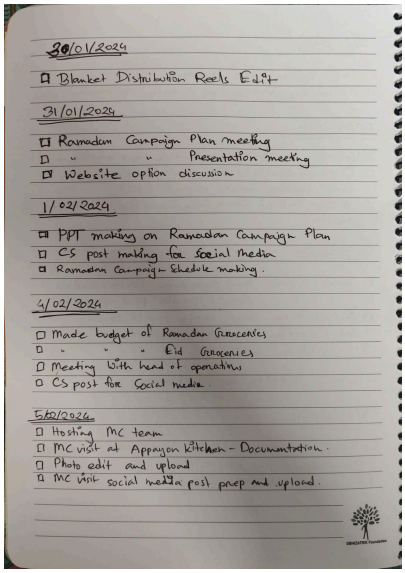

22/01/2024
- [ ] Staff Portrait post process
- [ ] Annual Report - layes of partners sectioning.

23/01/2024
- [ ] Branding guidelines composition and writing draft
- [ ] Communication guidelines proof reading
- [ ] Proof reading annual report 2023
- [ ] School Student Story (for annual book) Portrait session.

24/01/2024
- [ ] School - Donors treat distribution Documentation
- [ ] " " Social Media post prep.
- [ ] Annual book Jani bhala photo session
- [ ] Int. Education Day post Edit

25/01/2024
- [ ] Daraz Donates Posters Edit

28/01/2024
- [ ] Website write up Zakat Sadagah Ramadan Campaign, joy of giving
- [ ] Content plan meeting

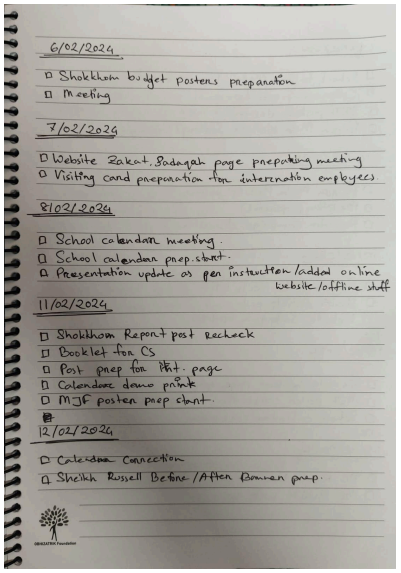

30/01/2024
- [ ] Blanket Distribution Reels Edit

31/01/2024
- [ ] Ramadan Campaign Plan meeting
- [ ] " " Presentation meeting
- [ ] Website option discussion

1/02/2024
- [ ] PPT making on Ramadan Campaign Plan
- [ ] CS post making for social media
- [ ] Ramadan Campaign Schedule making.

4/02/2024
- [ ] Made budget of Ramadan Grosceries
- [ ] " " " Eid Grosceries
- [ ] Meeting with head of operations
- [ ] CS post for Social media

5/02/2024
- [ ] Hosting MC team
- [ ] MC visit at Appayon kitchen - Documentation.
- [ ] Photo edit and upload
- [ ] MC visit social media post prep and upload.

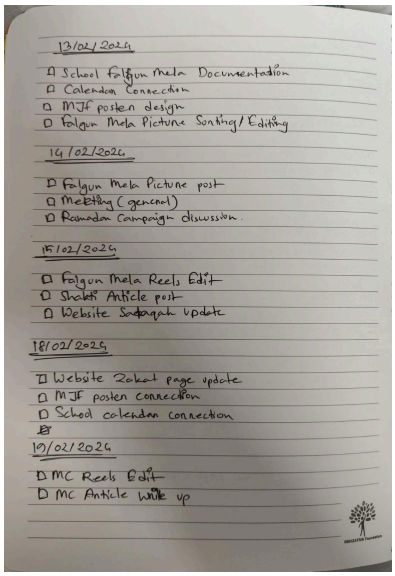

6/02/2024
- [ ] Shokkhom budget posters preparation
- [ ] Meeting

7/02/2024
- [ ] Website Zakat, Sadagah page preparing meeting
- [ ] Visiting card preparation for internation employees

8/02/2024
- [ ] School calendar meeting.
- [ ] School calendar prep. start.
- [ ] Presentation update as per instruction / added online website / offline staff

11/02/2024
- [ ] Shokkhom Report post recheck
- [ ] Booklet for CS
- [ ] Post prep for PPT. page
- [ ] Calendar demo print
- [ ] MJF posters prep start.

12/02/2024
- [ ] Calendar connection
- [ ] Sheikh Russell Before / After Banner prep.

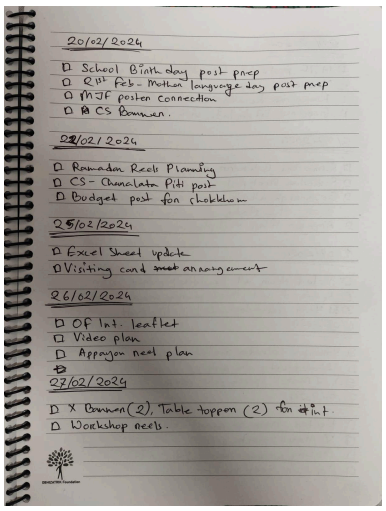

13/02/2024
- [ ] School Folgun Mela Documentation
- [ ] Calendar Connection
- [ ] MJF posters design
- [ ] Folgun Mela Picture Sorting / Editing

14/02/2024
- [ ] Folgun Mela Picture post
- [ ] Meeting (general)
- [ ] Ramadan Campaign discussion.

15/02/2024
- [ ] Folgun Mela Reels Edit
- [ ] Shakti Article post
- [ ] Website Sadagah update

18/02/2024
- [ ] Website Zakat page update
- [ ] MJF posters connection
- [ ] School calendar connection

19/02/2024
- [ ] MC Reels Edit
- [ ] MC Article write up



20/02/2024

- [ ] School Birth day post prep
- [ ] 21st Feb - Mother language day post prep
- [ ] MJF poster connection
- [ ] CS Banner.

22/02/2024

- [ ] Ramadan Reels Planning
- [ ] CS - Chanalata Piti post
- [ ] Budget post for Shokkhom

23/02/2024

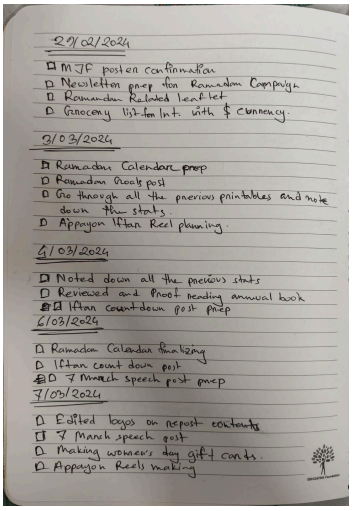
- [ ] Excel Sheet update
- [ ] Visiting card ~~post~~ arranging correct

26/02/2024

- [ ] OF Int. leaflet
- [ ] Video plan
- [ ] Appajon reel plan

27/02/2024

- [ ] X Banner (2), Table topper (2) for Int.
- [ ] Workshop reels.



29/02/2024

- [ ] MJF poster confirmation
- [ ] Newsletter prep for Ramadan Campaign
- [ ] Ramadan Related leaflet
- [ ] Grocery list for Int. with $ currency.

2/03/2024

- [ ] Ramadan Calendar prep
- [ ] Ramadan Reels post
- [ ] Go through all the previous printables and note down the stats
- [ ] Appajon Iftar Reel planning.

4/03/2024

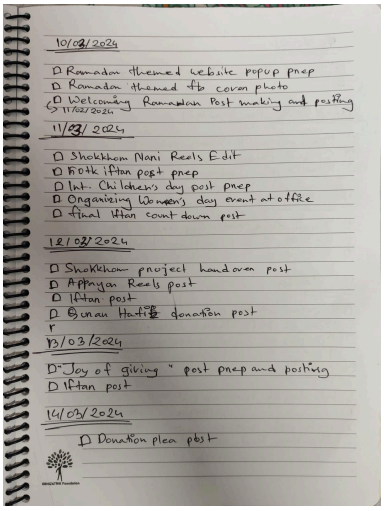
- [ ] Noted down all the previous stats
- [ ] Reviewed and Proof reading annual book
- [ ] Iftar countdown post prep

6/03/2024

- [ ] Ramadan Calendar finalizing
- [ ] Iftar count down post
- [ ] 7 March speech post prep

7/03/2024

- [ ] Edited logos on report contents
- [ ] 7 March speech post
- [ ] Making women's day gift cards.
- [ ] Appajon Reels making



10/03/2024

- [ ] Ramadan themed website popup prep
- [ ] Ramadan themed fb cover photo
- [ ] Welcoming Ramadan Post making and posting
  ↳ 11/03/2024

11/03/2024

- [ ] Shokkhom Nani Reels Edit
- [ ] Kotk iftar post prep
- [ ] Int. Children's day post prep
- [ ] Organizing Women's day event at office
- [ ] final Iftar count down post

12/03/2024

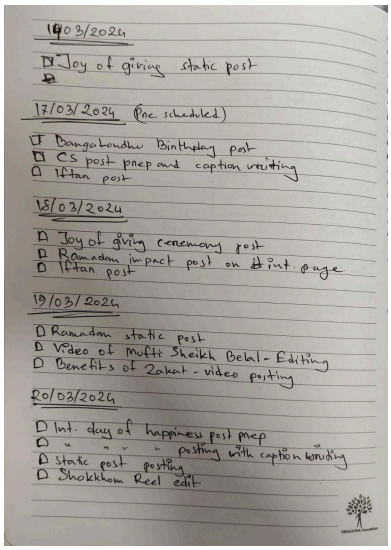
- [ ] Shokkhom project handover post
- [ ] Appajon Reels post
- [ ] Iftar post
- [ ] Gunan Hafiz donation post

13/03/2024

- [ ] "Joy of giving" post prep and posting
- [ ] Iftar post

14/03/2024

- [ ] Donation plea post



14/03/2024

- [ ] Joy of giving static post

17/03/2024 (Pre scheduled)

- [ ] Bangabandhu Birthday post
- [ ] CS post prep and caption writing
- [ ] Iftar post

15/03/2024

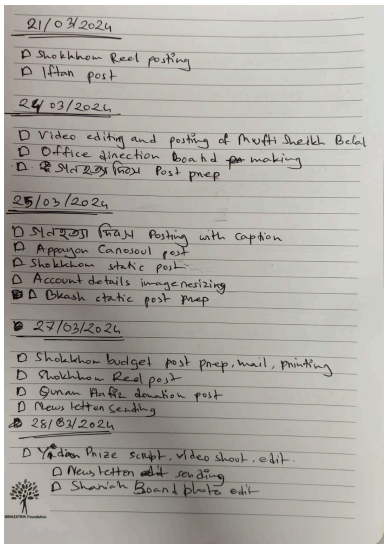
- [ ] Joy of giving ceremony post
- [ ] Ramadan impact post on Int page
- [ ] Iftar post

19/03/2024

- [ ] Ramadan static post
- [ ] Video of Mufti Sheikh Belal - Editing
- [ ] Benefits of Zakat - video posting

20/03/2024

- [ ] Int. day of happiness post prep
- [ ] " " " " posting with caption writing
- [ ] Static post posting
- [ ] Shokkhom Reel edit



21/03/2024

- [ ] Shokkhom Reel posting
- [ ] Iftar post

24/03/2024

- [ ] Video editing and posting of Mufti Sheikh Belal
- [ ] Office direction board ~~for~~ making
- [ ] ~~Shokkhom~~ Post prep

25/03/2024

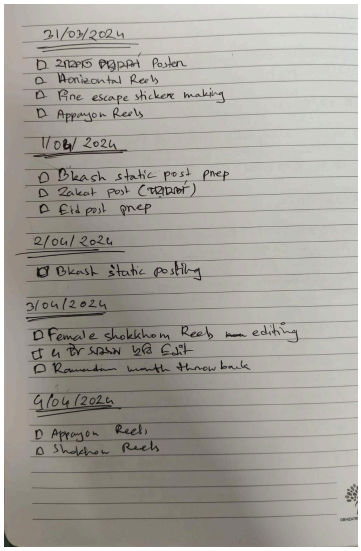
- [ ] ~~Shokkhom~~ Poster Posting with caption
- [ ] Appajon Canesoul post
- [ ] Shokkhom static post
- [ ] Account details image resizing
- [ ] Bkash static post prep

27/03/2024

- [ ] Shokkhom budget post prep, mail, printing
- [ ] Shokkhom Reel post
- [ ] Gunan Hafiz donation post
- [ ] News letter sending

28/03/2024

- [ ] Y'dan Prize script, video shoot, edit.
- [ ] Newsletter edit sending
- [ ] Shariah Board photo edit



31/03/2024

- [ ] 2 Posters Poster
- [ ] Horizontal Reels
- [ ] Fire escape sticker making
- [ ] Appajon Reels

1/04/2024

- [ ] Bkash static post prep
- [ ] Zakat post (Poster)
- [ ] Eid post prep

2/04/2024

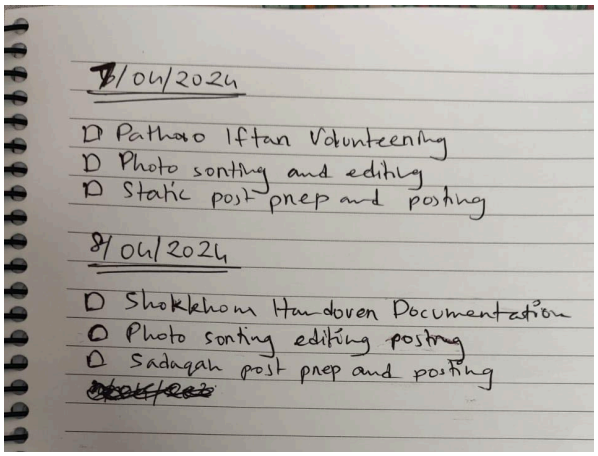
- [ ] Bkash static posting

3/04/2024

- [ ] Female Shokkhom Reels ~~non~~ editing
- [ ] 4 Br Spoken bit Edit
- [ ] Ramadan month throw back

4/04/2024

- [ ] Appajon Reels
- [ ] Shokkhom Reels



~~7~~/04/2024

- [ ] Pathao Iftar Volunteering
- [ ] Photo sorting and editing
- [ ] Static post prep and posting

8/04/2024

- [ ] Shokkhom Handover Documentation
- [ ] Photo sorting editing posting
- [ ] Sadaqah post prep and posting
- [ ] ~~Shokkhom Reels~~

MSJ043

SELF-ASSESSMENT FORM

The purpose of this survey is to obtain students input on how they think they have performed.

Name of Intern: Fairuj Sultana

University ID: 183012006

Name of the Institute/Organization:	OBHIZATRIK Foundation		
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1. During a typical week, approximately how many hours did you dedicate to your internship?

40 hours minimum

2. Was your internship paid? If yes, how much?

Yes it was paid. It was 6,000 bdt

3. Was your site supervisor available to meet when needed? Tick any one of the following.

☐Not at all ☐Slightly ☐Moderately ☒Quite a bit ☐A great deal

4. Next, we would like to know how you were affected by your internship. Using the scale below, please indicate the degree to which participation in your internship experience increased or strengthened your abilities, attitudes, awareness or understanding in each of the areas identified:

1=Not at all 2=Slightly 3=Moderately 4=Quite a bit 5=A great deal

NO	CRITERIA (Personal)	RATING
1	I have a sense of satisfaction in doing something worthwhile.	4
2	I believe in my ability to make a difference.	4
3	I am open to new experiences.	5
4	I have gained the capacity to be more productive.	4
5	I can recognize my personal strengths.	4
6	I can recognize my personal weaknesses.	5
7	I have a sense of personal achievement.	4

8	I have the ability to persevere in difficult tasks	4
NO	CRITERIA (Social/Interpersonal Impact)	
9	I demonstrate concern for the welfare of others	5
10	I can be understanding and appreciative of people with diverse backgrounds	5
11	I have the ability to work cooperatively with others	5
12	I have the ability to communicate effectively	5
13	I have increased my ability to be a leader	4
14	I feel more connected to my community	5
NO	CRITERIA (Academic learning impact)	
15	I have acquired knowledge from the job duties I performed	5
16	I have broadened my critical thinking skills (reasoning, problem solving)	4
17	I have learnt the ability to work independently	4
18	I feel my classroom learning was enriched	3
19	I have the ability to connect academic subject matter to the real world.	4
NO	CRITERIA (EMPLOYMENT/JOB SPECIFIC IMPACT)	
20	I developed specialised technical skills for a specific job function	4
21	I broadened my future employment possibilities	4
22	I received an opportunity to explore a specific career	5
23	I developed realistic ideas about the work world	4
24	I narrowed my future possible career choices.	3
25	**What is your average score from this test?**	4.12

5. General Comments

Although I chose a sector that didn't think I would, honestly my journey with OBHIZATRIK was amazing to say the least. It wasn't always rainbows and butterflies but the experience I gathered from here has taught me a lot of things. I had amazing colleagues who were always there to help me with any kind of problems I had. Working here helped me to become more empathetic and also helped me to grow as a person. All the work I did here helped me to grow my skills as well. It was an honor to be a part of this amazing organization.

Fairuj Soltana

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Signature of Intern

Professional Competencies

During my internship at OBHIZATRIK Foundation, I developed and strengthened several personal competencies that will serve me well in future endeavors. Under the guidance of my supportive supervisor, I honed my ability to adapt and learn quickly in a dynamic environment. Her mentorship provided me with invaluable insights into community development and nonprofit management. Moreover, the collaborative atmosphere fostered by my exceptional colleagues allowed me to cultivate strong teamwork and communication skills. Their willingness to assist and share knowledge without hesitation not only enhanced my own learning experience but also contributed to the success of our collective efforts.

Overall, my time at OBHIZATRIK Foundation has not only enriched my understanding of social issues and nonprofit operations but has also equipped me with the interpersonal skills and resilience needed to thrive in any professional setting.

Thank you.