

Contact

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www.linkedin.com/in/trina-barua-0b0a66201 (LinkedIn)

Top Skills

Communication

Child Protection

Document Management

Languages

English (Full Professional)

Rohingya speaking (Native or Bilingual)

Indonesian (Limited Working)

Certifications

PSEA

The international protection Regime Module

Community based protection

Honors-Awards

Kemitraan Negara Berkembang (KNB)

Kemitraan Negara Berkembang (KNB)

Darmasiswa scholarship

Publications

Jokowi's Maritime Policy : The New Approach

Efforts of Indonesian Government towards Bangladesh for dealing with Refugee Problem

Trina Barua

UN employee | Scholar | Researcher | Education concentration is in Administration, Communication, International Law, Global Governance | Interested in Child and Women Protection | Dedicated for refugees | Servant Leader

Cox's Bazar, Chattogram, Bangladesh

Summary

Experienced as a Senior Registration Assistant (protection) with a demonstrated history of working in the international affairs industry. Skilled in Emergency Services, Identity & Access Management (IAM), Global Distribution Systems, Microsoft PowerPoint, and Campaigns. Strong administrative professional with a Master's degree focused in Social Sciences concentration in International relations from Universitas Katolik Parahyangan (UNPAR). I have experience working with women, children, and adolescents for more than five years. I have worked in the global database of refugees named proGres (profile for global registration system). Successfully finished the NBB project in Bhashanchar as first registration team of UNHCR. I believe in servant leadership and like to call myself a servant of refugees.

Experience

UNHCR, the UN Refugee Agency

Senior Registration Assistant

June 2022 - Present (7 months)

Bangladesh

Refugee Protection

- Assist in the implementation of registration strategies and methodologies for POC.
- Conduct registration interviews when required in accordance with registration standards and guidance.
- Provide counselling to, and responds to queries from, asylum seekers and refugees regarding UNHCR's registration procedures and their rights and entitlements.
- Maintain accurate and up-to date records and data related to all individual registration cases.

- Identify persons with specific needs and ensure timely referral to protection follow-up as required.
- Collaborate with protection staff and/or partners in the delivery of assistance and programming, including provision of identity and entitlement documentation.
- Draft correspondence and reports relating to registration activities in the Operation, when required
- Provide statistics and draft reports related to registration data, as requested.
- Act as interpreter and translator when needed.
- Refer cases to other units within the office and to implementing partners as necessary.
- Draft and submit reports and statistics related to registration.
- Perform other related duties as required

UNICEF

Knowledge Management Officer

March 2022 - June 2022 (4 months)

Cox's Bazar, Chattogram, Bangladesh

Child Protection Sub Sector

UNHCR, the UN Refugee Agency

Registration Assistant

January 2020 - December 2021 (2 years)

Cox's Bazar, Chattogram, Bangladesh

Technical Assistance Inc. Tai

Field registration Assistant

April 2019 - December 2019 (9 months)

Cox's Bazar District, Chittagong, Bangladesh

TAI under UNHCR partnership

Nirvanavan Foundation

Volunteer

December 2010 - March 2019 (8 years 4 months)

India

I am involved with Nirvanavan Foundation since 2010 . Not only directly but also remotely i am supporting Nirvanavan Foundation since then.

Gagascaria international school

Guest Teacher

September 2016 - July 2018 (1 year 11 months)

West Java, Indonesia

I used to teach in the school as a guest teacher

Gugah Nurani Indonesia

Volunteer

November 2014 - July 2018 (3 years 9 months)

West Java, Indonesia

I was involved with the volunteering work when I was a student in Indonesia. I used to work for a week or two whenever I got holiday from my university

Oemah bejo

Volunteer

September 2015 - September 2015 (1 month)

Indonesia

Education

Universitas Katolik Parahyangan (UNPAR)

Master's degree, Social Sciences concentration in International Relations · (2016 - 2018)

Universitas Padjadjaran

Language Course, Indonesian language · (September 2015 - September 2016)

ISBI Bandung

Non degree, Cultural studies · (September 2014 - September 2015)

University of Chittagong

Bachelor's degree, Public Administration · (September 2010 - March 2014)