

## Resume

**Sweety Rahman**

*(Ex-Secretary)*

*Simni shipping Lines Limited, Chittagong*

Cell: 01785710188, 01515683392

E-Mail: [sweetyr Rahman449134@gmail.com](mailto:sweetyr Rahman449134@gmail.com)



### Career Objective:

A young personal who is keen to find a starting position in the field of any sector, able to work on own initiative or as a part of team. Intend to work in a well reputed business institute as a key player in a challenging creative environment with dedicated and committed people of the organization and to gather experiences by fulfilling the organizational goal which will help me to explore my potentials.

### Academic Background:

Name of Degree	: Diploma in Engineering
Group	: Electronics
Obtained Result	: 3.20 (Out of 4)
Year of Passing	: 2016
Name Of Institute	: Chittagong Mohila Polytechnic Institute
Board	: Bangladesh Technical Education Board
Name of Degree	: Secondary School Certificate
Group	: Science
Obtained Result	: 3.63 (Out of 5)
Year of Passing	: 2011
Name Of Institute	: Shaheed Ramiz Uddin Cant. School & College
Board	: Dhaka

### Skills:

#### Computer

- Microsoft office programs and other necessary programs
- Internet browsing and communication.

#### Communication

- Ability to establish and maintain good working relationship with people of different social and cultural background.
- Good communication skills in both written and oral system

## Language

- Good command both oral and written in Bengali as mother language
- Good command both oral and written in English.

## Others

- Highly motivated and self driven.
- Ability to work under pressure in a multitasking and diversified environment.

***Present Experience :*** *Presently I am working as a Secretary with Simni Shipping Lines Limited, Chittagong.*

## Previous Experience:

- I have been work as Brand Promoter at Kohinur Chemical Corporation.
- I have been work as Marketing Representative.
- Working as a Marketing Executive at VASAVI Chain Marketing.
- Industrial attachment training Op-seed Co.,(BD) Ltd, Chittagong Export Processing zone ,South Halishahar Chittagong (3 month- 2015)
- Experience certificate at Consumer Electronic from Bangladesh-Korea Technical Training Center.
- Work in CITF Romania Food and Beverages Com (Bengal Group of Industries Ltd. )

## Personal Information

Father's Name	: Late.Md. Habibur Rahman
Mother's Name	: Taslima Khatun
Permanent Address	: Vill - A-100 JoarShahara, P.O - khilkheta, P.S - Vatara Dist - Dhaka-1229
Date of Birth	: 14-04-1996
Nationality	: Bangladeshi by birth
Religion	: Muslim (Sunni)
Sex	: Female
Marital Status	: Single

## Reference :

: Engr. Mridul Kanti Debnath  
B.sc Engg (EEE), M.sc Engg(EEE), MIEB  
Chief Instructor (Electronics)  
Chittagong Mohila Polytechnic Institute  
Phone No: 01815453756  
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*Sweety Rahman*

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Signature