

# **RESUME**

## **Of**

### **FARHANA AKTER RAFA**

#### **Mailing Address:**

Vill : Mohollul Sunam,  
P.O : Shaystagonj  
P.S : Shaystagonj  
Dist : Habiganj  
Mobile : 01778-561195 / 01772026224  
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#### **Career Objective:**

To upgrade myself as an efficient , honest & diligent person in a wonderful environment from where I will get guideline to build a challenging career. My promise , drive & attitude deserve a sophisticated job in an organization , which can guide me face challenges of the new millennium.

#### **Academic Qualification:**

##### **Bachelor-in-Electric & Electronics Engineering:**

Institute : Metropolitan University, Sylhet.  
Department : EEE  
Result : I am waiting for final semester result & result is expected in one and a half month.  
I have completed my BSC program & I am available for full time.

##### **Diploma-in-Engineering:**

Institute : Habiganj Polytechnic Institute  
Board : BTEB  
Department : Electronics  
Year of passing : 2016  
Result : 3.13 (Out Of 4)

##### **Secondary School Certificate (S.S.C)**

Institute : J.K & H.K High School, Habiganj  
Board : Sylhet  
Group : Commerce  
Year of passing : 2011  
Result : 4.06 (Out of 5)

**Experience :**

1. Guest Teacher ( 01 march 2017 – 30 April 2018 )  
Habiganj Polytechnic Institute  
Department : Electronics  
Location : Gopaya, Habiganj Sadar, Habiganj.
2. Data Analyst ( 01 February 2016 – 30 April 2016 )  
Intelligent Image Management Ltd (IIML)  
Department : Data Entry Firm  
Location : House# 200,Lane# 02, DOHS Baridhara, Dhaka.

**Computer Knowledge :**

MS-Word, MS-Excel, MS-Power Point.  
Windows XP/win 7/win 8 8.1/ win 10

**Language Proficiency :**

English (Speaking & Writing is good)  
Bangla (Speaking & Writing is good)

**Personal Information:**

- ☐ Name : Farhana Akter (Rafa)  
☐ Father's Name : Abdul Koddus  
☐ Mother's Name : Komola Begum  
☐ Date of Birth : 03/04/1994  
☐ Nationality : Bangladeshi by birth.  
☐ Religion : Islam  
☐ Marital Status : Unmarried  
☐ Blood Group : O<sup>(+)</sup> Ve  
☐ Permanent Address : Vill: Mohollul Sunam , P.O:Sastagonj  
P.S : Habiganj Sadar, Dist :Habiganj.

Signature

