

# CURRICULUM VITAE

## RABETA BEGUM SUKHI

Cell Number: 01768637222

[sukhisu@gmail.com](mailto:sukhisu@gmail.com)



### Career Objective:

Searching for the opportunity in a well-structured Institution to utilize my necessary skills to enhance Institution efficiencies and to build up my career with aptitude, hard work, patience & honesty.

### Experience:

\*Worked as a Senior Teacher in Oxford Pre-Cadet School & College, Tukarbazar, Sylhet, July 8, 2010 - January 2012·Sylhet.

\*Former Art Teacher at 'Shopto Dinga' January 1, 2016 – 2018,Sylhet .

\*Former Office Support Assistant at 'Bhai Bhai Enterprise , June 8, 2016 - January 2017·Sylhet .

\*Solution .com , Sylhet . (As a Student Councilor )

January 8, 2017 - December 2017

\*Former Sales Executive at Fusion Enterprise, Sylhet, Bangladesh. ( June 1, 2017 - August 2017)

\*Former Preschool Teacher's Assistant at Banyan British School (June 8, 2019 - January 2020)

\*Digital Marketing Strategist at Learning and Earning Developing Project –LEDP,

Starting on August 23, 2020, Sylhet.

### Academic Credentials

#### Masters in English

University : Sylhet International University

Academic Session : 2017-2018

Semester : 2<sup>nd</sup> Semester

#### Honors in English

University : Sylhet International University

Academic Session : 2012-2016

Result : 3.11 out of 4.00

#### Higher Secondary Certificate

Board : Sylhet

Institute : Madan Mahan College, Sylhet.

Group : Humanities Group

Year of Passing : 2010

Result : 3.60 (Scale of 5.00)

## **Secondary School Certificate**

Board : Sylhet  
Institute : Border Guard Public School College, Sylhet.  
Group : Humanities  
Year of Passing : 2008  
Result : 3.25 (Scale of 5.00)

## **Computer Skills:**

\*Course completed on Computer Application: (Microsoft Office, MS Excel, Power Point)  
Have good knowledge of using Internet & e-mail.

\*Operating System : Windows XP, Windows 2007 Server (Preliminary)

\*Skill in typing (English & Bangla)

\*Founder and Managing Director at Novelty. Suchona's Graphics design.com, August 15, 2020  
– Present, Sylhet.

## **Language Efficiency**

Efficient in Reading, writing and speaking in both Bengali and English.

Completed "English Language" course under the Department of English, SIU, Sylhet.

\*HEXA'S Zindabazar IELTS course .

## **Hobby**

Photography, Voluntary Work, Reading novels & articles and Travelling.

## **Extra Curricular Activities**

\*Bangladesh National Cadet Corps Army Wing Du Contingent,

Worked as Former Cadet since, January 1, 2009 - 2010·Sylhet

\*Voluntary Worker at Community Level Volunteer, January 8, 2010 - Present

\*Community level Volunteer Training Programme training on Collapsed Structure Search, Rescue, Fire fighting and First Aid Course.

\*Member of Sylhet International University Debating Society [SIUDS],

\*Cultural Society of [SIU].

\*Social worker - Blood doner at Bangladesh Red crescent Society(BRCS) ,

January 8, 2019 – Present, Sylhet

## **Personal Information**

Father's Name : Md Mazbaur Rahman  
Mother's Name : Mst Rokeya Begum  
Date of Birth : 10 October, 1992  
Nationality : Bangladeshi by birth  
Sex : Female  
Marital Status : Unmarried  
Religion : Islam  
District : Moulavibazar

Blood Group : 0+  
Permanent Address Vill: Holimpur, Post office: Guraraibazar  
P.S: Moulavibazar, Dist: Moulavibazar  
Present Address : House no. -04, Shaikat R/A, Jamtala, Sylhet.

**References:**

<b>Mr. Prodhan Mahbub Ibn Seraj</b> Head, Dept of English SIU, Sylhet Cell- 01727191342 Email- <a href="mailto:mahbubdu511@yahoo.com">mahbubdu511@yahoo.com</a>	<b>Md. Ziaul Haque</b> Assistant Professor, Dept of English SIU, Sylhet Cell: 01736-280514
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I hereby, declare that the information given above are correct to the best of my knowledge.

Rabeta Begum Sukhi



Signature and date