

Last Updated : **December 17, 2018**

RABEYA

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Career Objective:

Highly self-motivated to achieve organizational goals and mentally prepared for hardworking to ensure the future improvement of my career. Moreover, I wish to devote myself into any kind of challenging job.

Employment History:

Total Year of Experience : 4.3 Year(s)

1. Computer Operator (February 1, 2018 - Continuing)

Populer Diagnostic Center

Company Location : Uttor Badda

Department: Ultrasnogram & Cardiology

Duties/Responsibilities:

Maintaining report type of patient, Follow the dr. rules...

2. Computer Operator (May 25, 2017 - January 31, 2018)

IOE Bangladesh ltd.

Company Location : Agargown. Govt. office of BBS

Department: NHD Porject of Bangladesh Bureau of statistics.

Duties/Responsibilities:

- * Counsil and follow up the client.
- * Keep soft and hard copies of different official documents.
- *Preparing all kind of reports as per instruction of Manager.
- *Maintain project wise client database.
- *Maintain regular communication with clients.

3. Data Entry Operator Under(ILFS Encoding) (January 1, 2016 - December 30, 2016)

Us Software Ltd.

Company Location : Green Road, Panthapoth, Dhaka

Department: Computer Section (Both Bangla & English)

Duties/Responsibilities:

- *Counsil and follow up the client, * Keep soft and hard copies of different official documents, *Preparing all kind of reports as per Instruction of Manage, Maintain Project wise client database, * Maintain regular communication with clients.

4. Computer Operator, Data Entry Operator (August 17, 2014 - June 1, 2016)

Intelegent Image Management Ltd.

Company Location : Tejgaown, Mohakhali (DOHS), Dhaka

Department: Na-27, Medical Project

Duties/Responsibilities:

- * Counsil and follow up the client.
- * Keep soft and hard copies of different official documents.
- *Preparing all kind of reports as per instruction of Manager.
- *Maintain project wise client database.
- *Maintain regular communication with clients.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
M.S.S	Political Science	National University	First Class, Marks :63.5%	2012	1	1st Class
B.S.S	Political Science	National University	Second Class, Marks :57%	2011	4	2nd Class
HSC	Humanities	Maijpara College	CGPA:4.3 out of 5	2007	2	A Grade
Dakhil	Humanities	Maijpara u.p durgapur dakhil Madrasha	CGPA:3.92 out of 5	2005	2	A- Grade

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
LICT(Grapich & Design)	FS (Foundation skill of Grapich & designing)	Leveraging ICT for Growth Employment and Governance Project (Us Software Ltd.)	Bangladesh	Panthapath, Dhaka.	2017	3 month
Computer Basic course	Introduction to PC, Ms Word, Ms Excel, Ms Access, Ms Power point and Internet Browsing etc.	Department of the youth development	Bangladesh	Narail	2011	Six month

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Present Salary : Tk. 15000
 Expected Salary : Tk. 15,000
 Preferred Job Category : Data Entry/Operator/BPO, Customer Support/Call Centre
 Preferred District : Dhaka
 Preferred Country : American Samoa, Malaysia, Singapore
 Preferred Organization : IT Enabled Service, Computer Hardware/Network Companies, Govt./ Semi Govt./ Autonomous body, Hospital, Group of Companies, Call Center, Garments Accessories, Immigration/Visa Processing, Watch, Radio

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	Medium

Personal Details :

Father"s Name : Ishaqe Molla
Mother"s Name : Renu Bibi
Date of Birth : January 1, 1991
Gender : Female
Marital Status : Single
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Village: Tarashi, Po, Modhya Polli, PS- Narail Sadar , Dis: Narail- 7500
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Khadiza	Md. Mahmudul Shohan
Organization	: Bamonkhali Govt. Primary School, Magura	ARAC Services Ltd.
Designation	: Teacher	Manager (Admin)
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Relation	: Family Friend	Relative
