

## *Curriculum Vitae of **Rahima Aktar Chowdhury***



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### **Career Objective**

To learn and work in a challenging environment with ample prospects where analytical skills are calculated and hardworking attitude is preferred.

### **Education Profile**

- **Post-graduation diploma in IT (Studying)** **April 2017- present**  
ShahJalal University of Science and Technology(SUST)
- **Cisco Certified Network Associate (Studying)** **November 2016- Present**  
ShahJalal University of Science and Technology(SUST)
- **Bachelor of Science in Electrical and Electronic Engineering (EEE)** **| 2016**  
Leading University, Sylhet.  
CGPA: 3.04/4.0
- **Higher Secondary School Certificate (HSC)** **| 2011**  
Science Group  
shahJalal city college, Sylhet, Bangladesh.  
GPA: 3.90/5.0
- **Secondary School Certificate (SSC)** **| 2009**  
Science Group  
Ghulduba MC High School, Nobigang.  
GPA: 4.81/5.0

### **Language Proficiency**

- Fluent in speaking and writing for both Bangla and English.

### **Trainings / Courses**

- Digital marketing (3 month) Learning & Earning Development Project(**LEDP**) Under ministry of **ICT**
- Professional freelancing course (3 month) at **TMSS** Under SEIP (skills for employment investment project)
- Industrial training at “Training Institute for Chemical Industries (**TICI**), Polash, Narsingdi, Bangladesh.”
  - Duration: Four weeks.
- Four weeks Training program based on the course “**Industrial Technology on Electrical Engineering & Instrumentation**” which included Electrical Instrumentation, Process Control, PLC, DCS, Protection, Safety etc. at Training Institute for Chemical Industries (**TICI**), Polash, Narsingdi, Bangladesh. | 09 May, 2015 to 04 June, 2015.

### **Technical Tour**

- **Urea Fertilizer Factory**, Ghorashal, Polash, Narsingdi / 24 May, 2015

### **Technical Skills**

- Capable of using Microsoft (Office, Excel, Power Point), Cx programmer, Matlab, Edraw Max, Proteus, PSpice.
- Digital marketing, SEO, Article writing, graphic design etc.
- Proficient user of social media feeds and web contents.

### **Professional Skills**

1.**Instructor**, Sylhet mohila technical training center(SMTTC), Alompur, Sylhet November 2015 to present

- **Skills and training enhancement project(STEP)**
- **A project of world bank and Canada**
- Responsible for all aspects of the course: syllabus design, lesson delivery, and grading.
- Supervision of Electronic projects.

2. **Liaison (part time)** Grameen Jonokollayan Sangsad(**GJKS**), uposhohor Sylhet august 2012 to May 2015

3.**lecturer (part time)** Bangladesh Female academy(BFA), Derai, sunamganj, august 2012 to may 2015

### **Communication Skills**

- Strong verbal & written communication skills in Bengali and English.

### **Key Attributes**

- Strong aspiration for leading an honest life with dignity.
- Dedication to build a career showing professional attitude.
- Hard working, Sincere & Keen to learn.

### **Co-Curricular Activities**

- Participated in **Electro Fair** organized by Electronics Club in University,

### **Interests and Hobbies**

- Browsing the web, travelling to new places, spending times with friends and family, playing and watching cricket & football, reading sports magazine.

### **Personal Information**


Name : Rahima Aktar Chowdhury  
Father's Name : Late Md.Abdul Kadir Chowdhury  
Mother's name : Johura khatun  
Date of Birth : October 20, 1993  
Gender : Female  
Blood Group : O+ (ve)  
Religion : Islam  
Nationality : Bangladeshi by birth

### **References**

**Mrinal Kanti Dhar**  
Senior Lecturer  
Leading University, Sylhet  
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Email: mrinal054@gmail.com

**Md.Badrul Islam**  
Branch manager  
Eastern Bank Ltd .Upshohor Branch  
Cell: +8801715721446  
Email: islamb@ebl-bd.com

I do hereby declare that above information regarding me are fully true as per as I am concerned and accordingly I do sign beneath.



**Signature**

**Date:** 20.10.16