

## **RAHIMA MUMTAHINA**

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**Cell: +8801762306166**



### **Career Objective:**

Looking for a new challenge to go to the extra mile. An adept at working effectively to achieve goals both as a cross-functional team member and individual contributor.

### **Work Experience:**

#### **Training Officer [May 2019-Present]**

##### **G4S Secure Solutions Bangladesh (P) Ltd./ Baridhara,Dhaka**

- Conduct both theoretical and practical training as per program.
- Prepare and develop the training modules and materials.
- Ensure the proper assessments after training sessions.
- Handle all training related issues as and when required.
- Ensure the completions of trainings with proper timeline.

#### **HSSE (Health, Safety, Security & Environment) Executive [ September 2017-November 2018]**

##### **Bureau Veritas Consumer Products Services (BD) Ltd. / DEPZ, Savar, Dhaka.**

- Report all HSSE related incidents, near misses and potential hazardous working condition to global HSSE.
- Perform the investigation and root cause analysis of all HSSE incidents.
- Take required corrective and preventive actions to mitigate the accidents.
- Define the HSSE training needs, propose training plan and Conduct trainings.
- Perform the risk assessment according to the requirement.
- Monitor the HSSE KPI and take action to meet the KPI.
- Account the Carbon footprint and report to the global HSSE.
- Conduct safety campaigns according to the global program.
- Documentation, implementation and maintenance of location's HSSE management system.

#### **Analytical Chemist [April 2016- August 2017]**

##### **Bureau Veritas Consumer Products Services (BD) Ltd. / DEPZ, Savar, Dhaka.**

- Perform as a Trainee Auditor in the sustainable chemical management audit.
- Review the draft report of the audit.
- Perform the extraction of waste water test.
- Preparation of textile samples for the inorganic test items.

#### **Internship: January 2016 - March 2016**

##### **Bureau Veritas Consumer Products Services (BD) Ltd./ DEPZ, Savar, Dhaka.**

**Topic: Analytical/RSL lab wet process .**

### **Training/Certification:**

- Competency requirements of HSSE Representative.
- Fire fighting, fire prevention, rescue and first aid.

**Educational Background:**

Degree	University/Board	Department/Group	Passing Year	Result
M.Sc.	National University	Chemistry	2015	2 <sup>nd</sup> Class
B.Sc.	National University	Chemistry	2014	2 <sup>nd</sup> Class
H.S.C	Dhaka	Science	2007	4.70
S.S.C	Dhaka	Science	2005	4.94

**Personal Info:**

Date of Birth : 30<sup>th</sup> June,1990  
Gender : Female  
Marital Status : Single  
Address : House-2, Block-G/1, Road-17, Mirpur-2, Dhaka.

**Soft skills:**

- Excellent presentation and communication skills
- Good interpersonal skills
- Proper organizational behavior
- Enthusiastic to learn

**Computer Skills:**

MS Word, MS Excel, MS Power Point, E-mailing & Internet Browsing.

**Language skills:**

Excellent communication skill in Bengali and English both written & verbal.

**Other Activities:**

- Cares about Environment.
- Performs safety campaigns.

**References:**

1. Shuaib Ahmed Helali Senior Merchandiser Temacos Fashion Wear Ltd. 80,Park road, Block-K, Baridhara, Dhaka Telephone: +88029848590 Cell: 01730317169	2. Mohammed Abbas Alam Assistant Director Bangladesh Accreditation Board Ministry of Industries 91, Motijheel C/A, Dhaka-1000 Telephone:+88029513226 Cell: 01558077410
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