

## Rubel Meha

97/kha,Uttor Besel, Shah Ali mazer Road, Mirpur section-1, Dhaka- 1216

Contact No: 01521344416

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### Career Objective

Looking a challenging job in the field of company, where there is scope to utilize my potentiality, adaptability, and skill to do something innovative and from where I will be able to enhance my knowledge.

### Career profile

#### ***Assistant Engineer, Data Entry Analyser***

07-04-2018 to 20-10-2019

Intelligent image Management Limited

House# 200, Lane# 02, DOHS Baridhara, Dhaka- 1206

#### **Responsibility:**

1. Manage and motivate production staff to deliver exceptional work.
2. Work with production teams to ensure cost-effect, high quality and timely delivery to product.
3. Assistant production manager with routine and management work.
4. Other assigned work from the supervisor.

### Key Qualities

- Able to work under pressure.
- Have a good Inter-personal communication skill.
- Analytical ability.
- Multitasking & able to keep confidentialities.
- Conflict resolution
- Decision Making
- Self motivation

### Educational Qualification

Exam Title	Concentration/ Major	Institute	Result	Pass year	Duration	Achievement
S.S.C	Business Study	Shack char Moduan uallaha High school	3.75	2014	1	
Diploma in Engineering	Computer	Shyamoli Ideal Engineering College	3.15	2018	4	

## Training Summary

Training Title	Topics	Institute	Years	Duration
Basic Electronics	Computer device	Youth Development Technical Training Center	2017	6 Months
Web Design	HTML, CSS, Java Script	Dimension IT Software.com	2018	3 Months
Microsoft Office	Ms word, Excel, powerpoint, access	3G Computer	2016	3 Months

## Professional Qualification

Certification	Institute	Years	Location	Duration
CCNA	Linux Pathshala	2018	Dhaka	3 Months
Hardware & Networking	CSL Training Center	2018	Dhaka	3 Months
Graphics Design	IT Bangla Training Center	2017	Dhaka	6 Months
Spoken English Course And TOFEL	Cambridgeshire private LTD.	2018	Dhaka	6 Months
Video Editing, work in Filmora Software	N/A	2017	Lakshmipur	3 Months

## Activities and Interest

- Reading poem and noble related books to gather knowledge
- Internet browsing
- Travelling

## Personal Details

- Name :Rubel Meha
- Father's name :Romij Uddin
- Mother's name :Tanjila Begum
- Date of birth :12 April 1997
- Gender :Male
- Blood group :B+
- NID :1997511432000061
- Nationality :Bangladeshi
- Religion : Muslim
- Home District : Chittagong

### Permanent Address

- ❖ Lakshipur , Mozu Chaudhary hat,char ali Hassan, Post office BSDS -3700.

### Reference

#### ❖ **S.M Hahidul Islam**

B.Sc Engineer (EEE)  
 Assisant Manager  
 ECO Renewable Energy limited  
 51/1, west monipur, Mirpur-2,Dhaka-1216  
[Smnahidulislam90@gmail.com](mailto:Smnahidulislam90@gmail.com)  
 Contact- 01591168062

#### ❖ **Rayhan Hossain**

Diploma in computer Engineering  
 Basundhara Marketing officer  
 Mohammad pur, Salimullah Road, Dhaka-1207  
[Hossainraihsan@gmail.com](mailto:Hossainraihsan@gmail.com)  
 Contact- 01677935865

## Certification

I the undersigned, Certify that accordingly to the best of my knowledge and belief, this resume correctly describes my qualifications, and me.

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( Md. Rubel Meha )