

Resume
Of
Mousumi Rahman Mou



CONTACT ADDRESS

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401, Shah Kabir Mazar Road, Azampur, Dakhinkhan, Dhaka-1230.
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CAREER OBJECTIVE: To obtained a standard job in any well-known organization/company where I can apply my creative skills and competency.

KEYSTRENGTH

- ✓ Ability to cope up with different situation.
- ✓ Good communication skills and ability to interact well with supervisor and subordinate workforce.
- ✓ Have a wonderful presentation skill.
- ✓ Co-operative.
- ✓ Can learn quickly the necessary details of work.
- ✓ Possess the necessary works to achieve results.

EDUCATIONAL QUALIFICATION

Bachelor of Business Administration (BBA)

Institution: Independent University, Bangladesh (IUB)

Major : Finance

Minor : Accounting

CGPA: 3.10 out of 4.00

Year of Passing: 2018

Higher Secondary School Certificate (HSC)

Institution: Rajuk Uttara Model College

Group : Business Studies

Result : GPA 5.00 out of 5.00

Board : Dhaka

Year of Passing: 2012

Secondary School Certificate (SSC)

Institution: Uttara High School & College

Group : Business Studies

Result : GPA 5.00 out of 5.00

Board : Dhaka

Year of Passing: 2010

OTHERS QUALIFICATION

Computer skills: MS Office, Internet Browsing

Language Skills: Bengali: Excellent, English: Good

EXPERIENCE

- ✓ Internship: Bank Alfalah Limited, Gulshan, Dhaka (01.01.2018-31.03.2018).
- ✓ Working as a student on duty (SOD): Independent University, Bangladesh (IUB) since 2016.
- ✓ **Position:** Field Research Assistant
 - **Project:** Evaluation of SSCOPE Learning Program, 2018.
 - **Organization:** Institute of Educational Development, BRAC University (IED-BRACU)
 - **Duration:** 03.05.2018- 30.05.2018,
 - **Key responsibilities:**
 - a) Conducting household survey for data collection
 - b) Leading the team and checking data of other team members
 - c) Processing data
 - d) Preserving record
 - e) Preparing report
 - f) Report submitting to respective authority
- ✓ **Position:** Research Assistant (Data entry enumerator)
 - **Project:** Lego and Porticus research projects implemented
 - **Organization:** BRAC Institute of Educational Development, BRAC University (IED-BRACU)
 - **Duration :** 07.01.2019 – 25.05.2019
 - **Key responsibilities:**
 - ❖ Cleaning the hard copy of data and input the data into SPSS software database.
- ✓ **Position:** Trainer
 - **Project:** Humanitarian Play Labs Project (Host Community)
 - **Organization:** BRAC Institute of Educational Development
 - **Duration:** Running from 26. 05. 2019
 - **Key responsibilities:**
 - ❖ Be accountable for the Ethics, Compliance, organizational policy, procedure and act accordingly
 - ❖ Have adequate knowledge on different types of training components, such as, manual, curriculum and materials
 - ❖ Have good analytical and planning skills for need assessment of target group and plan training design based on the need assessment
 - ❖ Develop curriculum for the target group. This is in addition to the role as trainer
 - ❖ Develop training manual based on prepared curriculum

- ❖ Test the effectiveness of the training manual
- ❖ Develop the training materials, such as, posters, power point, flip charts, VIPP cards and videos
- ❖ Facilitate Basic and Refresher's training at Cox's Bazar
- ❖ Assess instructional effectiveness and determine the impact of training on participants
- ❖ Follow up trainings
- ❖ Write report on training facilitation, FGD conduction and field visit
- ❖ Attend and participate different meetings, trainings and workshops
- ❖ Work collaboratively with other team
- ❖ Communicate effectively with all relevant stakeholders including colleagues, play leaders, students, parents, and others as appropriate
- ❖ Coordinate with supervisor to prepare timetables, reports and assessments
- ❖ Be dynamics, problem solving and on spot decision making
- ❖ Any other duties as may reasonably be required by supervisor
- ❖ Attend and participate different meeting, workshop and training
- ❖ Work collaboratively with other team

PERSONAL INFORMATION

| | | |
|-------------------|---|---|
| Name | : | Mousumi Rahman Mou |
| Father's Name | : | Sarder Lutfor Rahman |
| Mother's Name | : | Rashida Khanam |
| Religion | : | Islam (Sunni) |
| Date of Birth | : | 18 th December 1995 |
| Marital Status | : | Unmarried |
| Sex | : | Female |
| Nationality | : | Bangladeshi by birth |
| Permanent Address | : | Building-03, Flat-3C, Bracpolli, Azampur, Uttara, Dhaka-1230. |

REFERENCE

1.

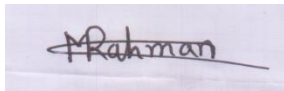
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2.

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DECLARATION

"I CERTIFY THAT ALL INFORMATION STATED IN THIS RESUME IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE THE AGENCY CONCERNED TO VERIFY THE INFORMATION PROVIDED IN THIS CV"



06.10.2019

Name: Mousumi Rahman Mou