

RESUME OF

MOST SWEETY KHATUN

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Career Objective:

Effective application of my gained knowledge in a challenging environment through taking up any suitable job as a carrier. A challenging job ensures job satisfaction and encourages doing something creative.

Education Qualification:

Exam Title	Major Subject	Institute	Passing Year	Result
Study in Chinese Language	Chinese Language	Yunnan University	2019	Score 242 out of 300
B.sc in Mechanical	Mechanical Engineering	IUBAT-International University of Business Agriculture and Technology	2014	3.09 (Out of 4)
Diploma In Mechanical	Mechanical Engineer	Bogra polytechnic Institute, Bogra.	2010	3.24 (Out of 4)
S.S.C	Humanities	Chowgram High School and College.	2006	3.88 (Out of 5)

Language skill:

Language	Level
Bangle	Excellent
English	Good
Chinese	Fluent [HSK L5]

Computer Training Summary:

Operating System : Windows XP Professional, Windows 7, windows 8.

Application : Microsoft Word, Excel, PowerPoint, Internet.

Duration : 3 Month

TMSS Training Institute.

Nawab Bari,Bogra.

CADD Training:

2D, 3D MAX

Name: Cadd Centre at Joshimoddin Road Uttara,Dhaka.

Training after having Diploma in Mechanical Engineering:

Training title : Engine Operation & Maintenance.

Year : 2010
Duration : 12 weeks
Institute Name : Bogra Motor's
Matidali, Bogra.

Training program after having B Sc Engineering degree:

Training program: Planning, Production & Quality Control in Navana Furniture Ltd.
The operation of Furniture Making Machine, drawing with 2D, 3D Max
Period: 3 Month (Sept- Nov, 2014)
Navana Furniture Ltd.
Fulbariya, Savar, Dhaka

Job experience:

1. Position: Management Trainee Officer.
Responsibilities: Marketing of products, preparation of tender document and participation in the tender.
Organization: Celestial Tech (selling Speed Boat, out board engine, Survey & Safety equipment etc.)
2. Position: Merchandiser
Responsibilities: Control Pay roll software, and work with Company Chairman.
Organization: Prostar Apparels Ltd.
3. Position: Merchandiser & Translator
Responsibilities: Handling buyer and follow-up on order
Organization: Doreen Apparels Ltd. (Doreen Group of Company Ltd.)

Personal Details:

Father's Name : Md. Solayman Khandoker.
Mother's Name : Saleha Begum
Date of Birth : 28th November. 1990
Sex : Female.
National Id No : 2805594179
Marital Status : Married.
Height : 5'1"
Blood group : B+
Religion : Islam.

Reference:

1. Name: Ajay Jesyal
CEO of Doreen Group of Company
Cell: +88 01787669444
2. Name: Dr. Md. Sady
Director: Chinese Academy
Cell: +88 01700816888

Signature

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