



CHAITY RANI MAHANTA

Nationality: Bangladeshi **Date of birth:** 10 Nov 1994 **Gender:** Female

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Present Address: House No. Ka-21/2 B, Shahjadpur (Bhola Mosque Road), Gulshan 1212.

Permanent Address: Village: Dashlia, Naldanga, Sadullapur, Gaibandha 5711, Bangladesh.

ABOUT ME

English graduate with proven communication, highly organized, dedicated volunteer & hardworking individual seeking a challenging opportunity in a renowned field to expand my learning knowledge & gain practical experience.

WORK EXPERIENCE

Business Development Manager

Soft Valley (Software and web development) [05 April 2025 – Current]

Address: House No- 92 (Flat 3A), Road No- 23, Banani, Dhaka 1213

Job Responsibilities:

I am solely responsible for managing customer relations and software marketing, as well as training customers on various software applications and addressing their different problems or queries. In addition, I have to lead and supervise my team and try to improve marketing management in the software industry.

Visa Assistant

High Commission of India, Dhaka, Bangladesh [13 Nov 2022 – 30 Sep 2024]

Address: Plot No: 1-3, Park Road Baridhara, Dhaka 1212, Bangladesh.

Job Responsibilities:

- Facilitated diplomatic correspondence, supported administrative tasks, and maintained visa related documentation.
- Reviewed and processed visa applications, conducted interviews, investigations and managed applicant's information.
- Responded to inquiries from applicants via email and phone.
- Records management, supervise staffs, active engagement in the IT and Communications Team

Simultaneous Translator (Part-Time)

Matrix Research & Consultancy (MRC) [01 June 2022 – 31 Oct 2022]

Address: 247 Pirebag Mirpur 1216, Dhaka, Bangladesh.

Job Responsibilities:

- * Usually, data processing is done simultaneously with translating research projects from Bangla to English, as well as QC investigation.

Teaching Assistant

Soldier Training Academy, Rangpur. [01 Feb 2019 – 31 Dec 2021]

Address: Thikadar Para Mor Station Road, Rangpur 5400, Bangladesh.

Job Responsibilities:

- * Assisting instructors with the planning and execution of learning activities.
- * Creating class rosters and keeping accurate and up-to-date student records.
- * As needed, liaise with students, teachers, learning mentors, academic staff, and peer groups.
- * Performed administrative tasks such as making phone calls, filing paperwork, and responding to emails.

EDUCATION

Master of Arts (M.A.) - 2018

Department of English [01/01/2018 – 31/12/2018]

Institution: Begum Rokeya University, Rangpur.

Field of study: English Language & Literature **CGPA:** 3.32 out of 4.00

Letter Grade: B+

Number of credits: 33

Date of result publication: 2 Nov 2021

Bachelor of Arts (B.A.) - 2017

Department of English [01/01/2014 – 31/12/2017]

Institution: Begum Rokeya University, Rangpur.

Field of study: English Language & Literature **CGPA:** 3.21 out of 4.00

Letter Grade: B

Number of credits: 132

Date of result publication: 5 Nov 2019

Higher Secondary Certificate (H.S.C.) - 2012

Institution: Saidpur Cantonment Public School & College, Nilphamari.

Group: Humanities **GPA:** 5.00 out of 5.00 **Letter Grade:** A+

Date of result publication: 18 July 2012

Secondary School Certificate (S.S.C.) – 2010

Institution: Sadullapur K. M. Girl's High School, Gaibandha

Group: Science **GPA:** 4.50 out of 5.00 **Letter Grade:** A

Date of result publication: 15 May 2010

CERTIFICATIONS & TRAININGS

International English Language Testing System (IELTS - Academic) 4 June 2022

British Council

Address: 5 Fuller Road British Council Bangladesh, Dhaka 1000, Bangladesh.

Overall Band Score: 6.5 out of 9.00 (Listening 6.5, Reading 6.5, Writing 6.5, Speaking 7.0)

National Skill Standard Basic Course Examination in MS Office

Organized by Bangladesh Technical Educational Board, Dhaka

Secured Grade: A+

Date of result publication: 03 June 2021

Active Citizens Youth Leadership Training

British Council Bangladesh

Address: 5 Fuller Road British Council Bangladesh, Dhaka 1000, Bangladesh.

AREAS OF EXPERTISE

Good organizational skills, Supervising group activities, Flexibility & Creativity, Learner Engagement & Assessment, Resourcefulness.

SOFT SKILLS

Lesson planning, Resourcefulness, Team-oriented, Creative, Attention to Detail, and Multitasking.

DIGITAL SKILLS

Microsoft Office (MS Word, MS PowerPoint, MS Excel)

HOBBIES AND INTERESTS

Reading Books, Travelling, Gardening, Creative Works, Crafting, Painting

VOLUNTEERING

Former Assistant Secretary, ECS (English Cultural Society)

[Begum Rokeya University, Rangpur]

Organized multiple Events, Tours and Sports programs.

Former Member, Student and Teacher Welfare Association “Life is Beautiful” at BRUR

[Begum Rokeya University, Rangpur]

Co-Organizer, LITERARY FIESTA

[Begum Rokeya University, Rangpur]

Co-Organizer, Campus Book Fair

[Begum Rokeya University, Rangpur]

LANGUAGE SKILLS

Mother tongue: **Bengali**

Other Language(s): **English, Hindi**

RECOMMENDATIONS

Sourabh

Attaché (Visa)

HCI, Dhaka

Address: Plot No: 1-3, Park Road, Baridhara, Dhaka 1212

Telephone: +880-2-55067304

Email: visa@help.dhaka@mea.gov.in

Assistant Professor, Department of English, Begum Rokeya University, Rangpur.

Name: Zeenat Sharmin

Phone number: +8801712-558219

Email: zeenat.eng@brur.ac.bd

Relation: Academic

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith.



CHAITYRANIMAHANTA