

# *Curriculum Vitae*

**Dilruba Yasmin Eitty**

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## **CAREER OBJECTIVE**

To serve my educational knowledge and experience for the enhancement of the value of a well-structured firm, apart from this, I always prefer to take a challenging job, where I can deliver my responsibility with sincerity, punctuality, commitment, self-competency, hard work and interpersonal skills.

## **CAREER SUMMARY**

**Company Name** : Rainbow Film Society (Organized- Dhaka International Film Festival)

**Designation** : Operations Manager

**Duration** : December 2015 - May 2023

### **Responsibilities :**

- Coordinate with the publication team for sorting out different stills, articles and to assist the Editor of 'Celluloid' a bi-monthly cine magazine, festival brochure and other publications of the office.
- Assist in film transportation and archiving.
- Preparation of the final screening list and schedule.
- Assist all the teams to accomplish their respective job precisely during the festival.
- Maintaining liaison with the foreign delegates and volunteers during the festival.
- Coordination with jury boards during the festival.
- Lead all the relevant teams (i.e.; submission team, brochure team & hospitality team) during the festival.

**Company Name** : N.R. Group

**Designation** : Welfare Officer

**Duration** : March 2021 – June 2021

### **Responsibilities :**

- Making different types of committees and follow up on their outcomes.
- Oversee the washroom, canteen, childcare, water supply, restroom quality & status and maintain an inventory register.
- Helping all workers with leave and maintaining a register.
- To carry out different types of training for all employees and maintain a register.
- Work on the development of a good worker-owner relationship and good communication.
- Helping the employees to get their legal rights in a proper way.
- Work to ensure good health and a safe environment in the workplace.
- Ensure childcare facility in the workplace and lead baby-care personnel.

- To provide employees guidance/assistance to avail Medical services, Housing, Education, Canteen facilities, and their legal assistance.
- Ensure all welfare activities according to Bangladesh Labor Law-2006 and Labor Regulations 2015.
- Preparation of maternity bills for the employees.

## **Educational Qualification**

<b>Name of Examination</b>	<b>Board/University</b>	<b>Group/Subject</b>	<b>Passing Year</b>	<b>CGPA obtained</b>
MBA	Stamford University, Bangladesh	HRM	2018	3.58 (in scale 4.00)
B.Sc.	University of Information Technology & Science (UITS)	Computer Science & Engineering	2015	3.55 (in a scale of 4.00)
H.S.C.	Rajshahi	Science	2009	3.80
S.S.C.	Rajshahi	Science	2007	4.25

## **COMPUTER SKILLS**

**Programming Languages :** C, C++, Basic of JAVA, PHP.

**Database Management System:** SQL, MYSQL

**Operating Systems :** Windows, XP, 2000, 7, 8, 8.1, 10

**Package Program :** MS office (Word, Excel, Power Point etc.)

**Web Design :** HTML, CSS, Photoshop, JQuery, Bootstrap.

## **TRAINING ATTENDED**

- One month long self reliant e-training program on Search Engine Optimization organized by Ministry of Women & Children Affairs in April, 2022.
- One month long self reliant e-training program on Graphics Design organized by Ministry of Women & Children Affairs in May, 2022.
- One month long self reliant e-training program on Digital Marketing organized by Ministry of Women & Children Affairs in June, 2022.

## **LANGUAGE PROFICIENCY**

**Bengali :** Reading, Writing, Listening and Speaking ability- Fluent

**English :** Reading, Writing, Listening and Speaking ability- Good

## **EXTRACURRICULAR ACTIVITIES**

- Good managerial and organizational ability
- Hobby: Travelling, Swimming, Reading books, Listening songs, Dancing, Food Making.

## **PERSONAL DETAILS**

Name : DILRUBA YASMIN EITTY  
Father's Name : MD. AYEN UDDIN  
Mother's Name : MST. MAJEDA BEGUM  
Date of Birth : 30 January 1993  
NID Number : 1498870870  
Nationality : Bangladeshi (By Birth)  
Religion : Islam  
Marital Status : Unmarried  
Sex : Female  
Permanent Address: House # 475, Village: Shanpuquria, P.O: Belgoria, P.S: Durgapur,  
District: Rajshahi.  
Present Address : Holding No – k -33, Kazi Nazrul Islam Road, Mohammadpur, Dhaka  
Contact Number : 01735393954

## **REFERENCES**

<b>Ahmed Muztaba Zamal</b> Festival Director Dhaka International Film Festival Phone:+880258614809 Email:ahmedshovan@g mail.com	Kanij Fatema Assistance Professor Mohammadpur Govt. Collage Cell:01758280074 Email:kfatima.2005 @gmail.com
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## **Declaration**

I, the undersigned, declare that the information presented here in this CV is correct and the authority of the organization that employs me conserves the legal right of dismissal of my recruitment if any misstatement.



Dilruba Yasmin Eitty

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