

Curriculum Vitae of

Umanaj Parvin

Email: umanaj.t@gmail.com

Phone: +8801676279344

Address: House: 522 & 523 (2nd floor), Road: 15/A,
Block: F, Bashundhara R/A, Dhaka.



1. Career Objective:

To acquire a top position related to my education and experience that facilitates pleasant environment and self-development and challenging opportunity. Ultimate goal is to be recognized as an expert in such area.

2. Work Experience: 3 years.

3. Employment Record:

From (Year)	To (Year)	Years	Employer	Positions held
May 2017	January 2019	1.8	Star link Engineering Ltd	Documentation Coordinator
January 2016	February 2017	1.2	Perpetual Tele Solution	Assistant Engineer

4. Detailed Tasks Assigned:

- Play a major role in the preparation of all reports; Inspect finished sites and present detailed reports regarding improper works.
- Assist with development of monitoring and reporting systems.
- Assist the Team Leader on all Technical and Procurement issues and preparation of progress/project reports.
- Deputize for Team Leader if he is absent & Review road maps.
- Attend meetings and discuss project details with clients, contractors and subcontractors.
- Effective Internal Team Management.

5. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned:

Successfully Documented and Data analyst of the below projects:

- a. Robi_3G (Phase-3&4).
- b. ROBI_NSN_CC_SWAP.
- c. GP Blue Speed Project Survey.
- d. Robi 512 Node-B Project Survey.
- e. Robi 301 Node-B Project Survey.
- f. Tele talk M&E Project Survey.
- g. BL Overlay Project Survey.
- h. Robi Moon Survey.
- i. E-GSM Modernization.
- j. LET_4G_Robi.

6. Educational Attainment:

Bachelor of Science (B.Sc.) in Electrical & Electronic Engineering

Institution : University of Information Technology & Sciences.
Result (CGPA) : 3.23 (In the scale of 4)
Passing Year : 2013

Higher Secondary Certificate

Institution : Rajshahi Womens Collage, Rajshahi.
Group : Science
Result (CGPA) : 2.90 (In the scale of 5.00)
Passing Year : 2009
Board : Rajshahi

Secondary School Certificate

Institution : Govt. P.N. Girls High School, Rajshahi.
Group : Science
Result (CGPA) : 3.69 (In the scale of 5.00)
Passing Year : 2005
Board : Rajshahi

7. Computer Literacy:

Operating Software: Microsoft Windows 7 and XP Professional.

Application Software: Advanced Computer Application (MS-Word, MS-Excel, MS-Power point).

Technical Drawing: AutoCAD.

Internet: Browsing, E-mail & Basic.

8. Personal Skills:

Good communication and interpersonal skills that enables to work effectively with people.
Strong commitment.
Meticulous and hardworking.
Highly proficient on computer skills.

9. Language Skills:

Well conversant in Bengali and English in both speaking and writing.

10. Personal Information:

- Father's Name : Md.Abdul Wohab Sarker.
- Mother's Name : Hosneara Begum.
- Spouse Name : Takbir Reza Khan.

- Present Address : House # 610 (4th Floor), Road # 07, Block: G, Bashundhara R/A, Dhaka.

- Permanent Address : House no: B-376/1, Upashare, Post: Sopura, PS: Boalia, Dist: Rajshahi.

- Date of Birth : September 10, 1990
- NID No : 19908192215000069
- Sex : Female
- Marital Status : Married
- Religion : Islam
- Nationality : Bangladeshi (by Birth)

11. Reference:

Md. Hamidul Hoque

Project Director

Local Government Engineering Department (LGED)

Mobile: +88 01711404652

E-mail: mdhamidul@yahoo.com

12. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Umanaj Parvin