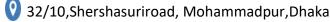
RUBAIYA TASMIN





December 07, 1993

© +8801643946313

@ rubaiyashoshi@gmail.com

in Linkedin.com/in/rubaiya shoshi



To advance career in a challenging, competitive & dynamic work environment with opportunities to utilize my skills, knowledge, explore my potentiality and help me obtain position with prestige & dignity.

Personal Details

Father's Name : Md. Abul Kashem **Mothers Name** : Seatara Begum

Permanent Address: Village:- Doulatpur; District: Feni

Marital Status : Single

Birthday : December 07, 1993

Gender : Female Nationality : Bangladeshi NID No. : 6853296108



Education

B.Sc in Computer Science and Engineering

Brac University Graduated: 2017

Department: B.sc in CSE

Higher Secondary Certificate (H.S.C)

Bir Shrestha Noor Mohammad Rifles Public College. G.P.A: Golden GPA -5.00

Passing Year: 2012 Group: Science

Secondary School Certificate(S.S.C)

Mohammadpur Preparatory Higher Secondary G.P.A: Golden 5.00 School Group: Science

Passing Year: 2010 **Project/Thesis**

Smart Fare System for CNG.

Educational Achievements

- Scholarship in class-05, category-Talentpool
- 2nd champion in science fair, class-08
- Champion in drama, art, writing competitions and many co curricular activities.







Career Highlights

- Experience in project documentation and team leading.
- Proficient in design networks that connect computer systems.
- Expert in working on integrating software programs with computer hardware.
- An innovative thinker, initiative taker and multi dimensional professional with exceptional logical and analytical skills possesses experience as a computer science engineer



Key Skills

- Can work well within a team but can also use own understanding and judgment when faced with new challenges.
- Good presentation, communication skills and ability to work hard with diligence.



Work Experience

January 2019 – Present
Project Coordinator
F.S. Business Corporation Ltd (FSBC)

House # 15, Road # 17, Flat #5/6B, Kamal Ataturk Avenue Banani, Dhaka -1213.Bangladesh.

Branch Office: 1st Floor, House#1143, Road#10(New)

Beside Aparazita Building Mirpur DOHS, Mirpur, Dhaka.

Mobile No: 01938-898374, 01952-240400 web. www.fsbc-bd.com, mail: info@fsbc-bd.com

Job Description:

- Worked on various project like" Supply, Testing & commissioning of network, Audio, PABX & IP based CCTV system at Bangabandhu complex, Jessore, BAFA".
- Worked on "Supply, testing & commissioning of Network and IP based CCTV system at Bangladesh Military Academy (BMA), Chittagong.
- Worked on "Supply, testing & commissioning of IP based CCTV system at Hazrat Shahjalal International Airport (Lost & Found).
- Working on "Supply, Testing & Commissioning of IP PA system(900nos.) & IP based CCTV project at Beximco Pharmaceuticals Ltd Tract-III, Cherag Ali, Tongi.
- Making Project budget, expense, product verification & specifications.
- Making Master Ledger, Project cost & Purchase Requisition maintain.
- Maintain Inventory and product storage.
- Create Tender and e-Tender For government and non-government Institution.
- Maintain Vendors and Client verbally and directly.
- Test and evaluate software to improve performance and usability.
- Documentation of all server and network problems and other unusual events in details.
- Communicate with vendors to resolve network outages and periods of reduced performance.
- Keep up-to-date on new developments in projects and network vulnerabilities, data hiding and encryption.
- Worked with CISCO products, Panasonic, BDcom, Netgear Switches and Routers

October 2017 – December 2018 Online Community Manager BENGAL BEATS

Email: r.shoshi@bengalbeats.com House #95, Road #02, Block - A, Niketon,

Gulshan -1, Dhaka — 1212

Job Description:

- Content writing
- Client servicing
- Customer servicing
- Digital Marketing

Computer Proficiency

- Java, Net beans
- HTML, CSS, JQuery, PHP
- MS Word, MS Excel, MS PowerPoint,
- High adaptability to any kind of software,
- AutoCAD/Visual C++

Languages

- Proficiency in oral & written communication in English as well as in Bengali
- IELTS (Spoken, writing)
- Know the basics of French also.

Personal Interests

- Dancing
- Social media Activist

References

Sharmin Akhter
Sr. Executive, IPDC
sharmin.emu001@gmail.com
Contact no -01985509376

Dr. Amitabha Chakrabarty Assistant professor Brac University amitabha@bracu.ac.bd

Affirmation

I, Rubaiya Tasmin, hereby affricate that the information contained herein is true and correct to the best of my knowledge and belief.