






# RUBAIYA TASMIN



## About Me

 32/10, Shershasuri road, Mohammadpur, Dhaka  
 December 07, 1993  
 +8801643946313  
 @rubaiyashoshi@gmail.com  
 [Linkedin.com/in/rubaiya\\_shoshi](https://www.linkedin.com/in/rubaiya_shoshi)



## Career Objective

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.  
Passing Year :2012

G.P.A: Golden GPA -5.00  
Group: Science

### Secondary School Certificate(S.S.C)

Mohammadpur Preparatory Higher Secondary School  
Passing Year: 2010

G.P.A: Golden 5.00  
Group: Science



## 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: 1<sup>st</sup> Floor, House#1143, Road#10(New)**

**Beside Aparazita Building**

**Mirpur DOHS,Mirpur,Dhaka.**

Mobile No: 01938-898374, 01952-240400

web. [www.fsbc-bd.com](http://www.fsbc-bd.com), mail: [info@fsbc-bd.com](mailto: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](mailto: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](mailto:sharmin.emu001@gmail.com)  
Contact no -01985509376

Dr. Amitabha Chakrabarty  
Assistant professor  
Brac University  
[amitabha@bracu.ac.bd](mailto:amitabha@bracu.ac.bd)

## Affirmation

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