



MST SHUMYIA BINTA MIM

01781-022992  
mst3shumyia1999@gmail.com  
Taluk Harati, Saptibari-5500,  
Lalmonirhat Sadar, Lalmonirhat

## LANGUAGE

- English
- Bangla

## TRAINING

COMPUTER FUNDAMENTAL  
AND OFFICE IAPPLICATION

Duration: 3 month (60 Hours)

Institute: EDGE

## HOBY

- Social work
- Travelling
- Event Management

## CAREER OBJECTIVE

To obtain a better position with opportunities to utilize my Practical SEO, branding & marketing and technical knowledge and experiences, skill, talent, creativity, sincerity for the better achievement of the organization.

## PROFESSIONAL EXPERIENCE

### 1. Content Developer: (January 01: 2019 - To be continuing)

#### Description:

- Creating content on Microsoft Excel.
- Crating content on Microsoft Word.
- Crating content on Microsoft PowerPoint.

**Department:** Branding and Marketing

#### Duties/Responsibilities:

- Coordinating team brand and communication.
- Monitor and report on effectiveness of marketing communications.
- Prepare professional branding plan and motivate branding team.
- Writing and presenting reports to senior management.

## EDUCATIONAL QUALIFICATION

### Higher Secondary Certificate (HSC)

Passing Year : 2019  
Result : GPA 4.00 Out of 5.00

### Secondary School Certificate (SSC)

Board : Dinajpur  
Passing Year : 2017  
Result : GPA 4.59 Out of 5.00

## SKILL ENHANCEMENT TRAINING

Training Title : YouTube SEO  
Duration : 1 Month  
Time period : 14<sup>th</sup> Jan -2025 to 25<sup>th</sup> Feb -2025  
Institution : RIT

## Personal Information:

Father's Name : Md Moklasur Rahman  
Mother's Name : Mst Morzina Begum  
Date of Birth : 31-12-2001  
Gender : Female  
Marital Status : Unmarried  
Religion : Islam  
Nationality : Bangladeshi (By Birth)  
Permanent Address : Village : Taluk Harati  
Post Office : Saptibari  
Police Station : Lalmonirhat Sadar  
District : Lalmonirhat

## Certification

I verify that all information stated in this resume is true and complete to the best of my knowledge.

-----  
Signature

Date: