

House # 520 (2nd Fl.), Road # 12/  
Baitul Aman Housing Society, Ac  
Bangladesh  
01731-270349, 01552320620



## MAHBUBA MOMEN CHOWDHURY

- Career Object** To build a career that allows being original and innovative in the dynamic working environment.
- Summary of Qualification** Willingness to work hard, articulate, diligent, assertive with personality. Maintain confidential information in a professional and respectful manner. Self motivated, able to set effective priorities and implement decisions to meet dead lines.  
Strengths include leadership skill, staff development and organizational management.
- Experience**
- From March 2008 to December 2009.  
Worked as Project Officer in Women For Women under CIDA project.
- September 2007 to 29 February 2008  
Worked as Administrative Officer in a NGO called Women For Women under UNESCO Project.
- January 2006 to August 2007  
✓ Worked as Administrative Officer From 15.01.2006 to 31.08.2007 in a reputed Organization in Dhaka.
- October 1997 to December 2005  
Served as an Officer in the Department of Human Resource from 01.10.1997 to 04.09.2001 in Prime Insurance Company Limited. Thereafter I was transferred to the Department of Re-Insurance of the Company and continued up to 31.12.2005.
- Education**
- Masters in Political Science, 2001  
National University, Bangladesh  
Result: 2<sup>nd</sup> Class
- Bachelor of Arts (Pass), 1992  
Dhaka University, Bangladesh  
Result: 2<sup>nd</sup> Class
- Higher Secondary Certificate (Arts), 1990  
Eden College, Dhaka  
Result: 1<sup>st</sup> Division
- Secondary School Certificate (Science), 1988  
Lake Circus Girl's High School, Dhaka  
Result: 1<sup>st</sup> Division

Computer Literacy	MS Word, Excel.
Language	Fluent in Bengali and English Listening ability in Hindi.
Others	Hobby: Reading, Listening to Music, Traveling, Stamp Collection & Watching People.
Course	Re-Insurance Practice & Methodology.
Personal Data	Father's Name : Late Dr. Abdul Momen Khan Chowdhury ( PhD) Mother's Name: Rebeca Banu Nationality: Bangladeshi Sex: Female Date of Birth: December 01, 1972 Place of Birth: Dhaka, Bangladesh.
Contact Information	Present Address:- House # 520 (2 <sup>nd</sup> Floor), 12/B, Baitul Aman Housing Society, Adabor. Dhaka-1207 Phone: 01731-270349, 01552-320620  Permanent Address:- Village: Godaghata, Mallickpara, P.O. Agardari, Thana: Satkhira, Dist: Satkhira, Bangladesh.
Referee	Mr. M. A Salam Project Implementation Specialist (PIS) Bangladesh Telecommunication Regulatory Commission/ World Bank Project of Strengthening the Regulatory Capacity of BRTC. House # 10, Road # 135, Gulshan # 1, Dhaka # 1212. Phone: 8817944 (O), 01552-312130 (P)  Ms. Sharmina Banu Assistant Vice President (AVP) Prime Bank, Mouchack Branch, Dhaka. Phone: 9347757
Why Me	Good Communication Skill Hard Working Honesty and Witty.



29.12.2012

MAHBUBA MOMEN CHOWDHURY