

Resume of JEWEL RANA

Mailing Address:

111, Purbo Chandana, Gazipur Sadar,
(Gazipur City Corporation), Gazipur-1700
Mobile: 01515219015 or 01672864216
Email: jewelranahr@gmail.com



Career Objective:

In an organization, I want to see myself as an employee performing best and growing fast. I would like to learn, to take on additional responsibilities and to contribute as much as I can.

Working Experience:

Alif Casual Wear Ltd.

Designation : HR Officer
Department : HR Section
Office Address : 69, Vogra, Gazipur Sadar, Gazipur

Academic Qualification:

Master of Business Administration (MBA)

Institution : Southeast University, Dhaka, Bangladesh.
Major : Human Resource Management (HRM)
CGPA : 3.17 out of 4.00
Passing Year : 2017

Bachelor of Business Administration (BBA)

Institution : Southeast University, Dhaka, Bangladesh.
Major : Human Resource Management (HRM)
CGPA : 3.06 out of 4.00
Passing Year : 2015

Higher Secondary Certificate (HSC)

Institution : Milestone College, Dhaka, Bangladesh.
Faculty : Business Studies
GPA : 5.00 out of 5.00
Passing Year : 2011

Secondary School Certificate (SSC)

Institution : Chhayabeethi Society High School, Gazipur, Bangladesh.
Faculty : Business Studies
GPA : 4.50 out of 5.00
Passing Year : 2009

Language Skills:

- ❖ I am efficient to communicate with the people both in English and Bengali language.

Computer Skills:

- ❖ Operation system: XP professional, Windows 7, Windows 8.
- ❖ Application software: Microsoft office tools (MS word, Excel, PowerPoint).

Interests:

- ❖ Socialization: Volunteer work/community involvement.
- ❖ Travelling different places

Training and Workshop/Seminar:

- ❖ Completed "Computer Basic and Troubleshooting" course at Gazipur Zila Parishad from May 2016 to July 2016.
- ❖ Completed "KIV Training Program" from Southeast University, which were supported by the Ministry of Science, ICT & Future Planning and the National Information Society Agency.
- ❖ Completed a short course "Career Success Program" by Department of Career Service, Southeast University from 28 February to 25 April 2015.

Service Activities:

- ❖ Member of organizing team in the HR Week-2015 at Southeast University.
- ❖ Organized many cultural programs in school, college & university level.

Personal Details:

Father's Name	: Ismail Hossain
Mother's Name	: Shanaj Begum
Date of Birth	: 04/11/1994
Religion	: Islam
National ID	: 2350020547
Nationality	: Bangladeshi (By Birth)

Reference:

MOHAMMAD ABDULLAH AL MAMUN

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Southeast University.
Cell: 01712534120
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Relation: Academic

ASHRAFUL ALAM

Sub Inspector,
Banani Thana,
Bangladesh Police.
Cell: 01912002124
Relation: Relative



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