

Résumé

Tania Sultana

Mailing Address

Duet ghate Joydevpur, Gazipur

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OBJECTIVE

Speaking responsibilities and opportunities in those areas where academic background and skill can be exercised and field of interests are also synchronized in order to develop, extend And upgrade my career. I would prefer to serve under a disciplined atmosphere and uniform assistance.

AREA OF INTEREST

Operation and maintenance (mechanical & electrical) of all machineries. Public relation, auditing and surveying, administrative activities, research & analyses Reporting.

Employment Experience

PRAN-RFL Group of company

Designation : Sub assistant engineer

Duration 1 year

: Multipurpose Engineering & Industrial Training Center (MEITC), Gazipur.

Trending Name : House Wiring, Operation of Temperature control System, Rectifier Circuit, Motor Control Circuit, PLC Programming, Relay, Timer, Sensor.

Duration : 3 Month`s.

**Job
Responsibility**

Hard-working student with proven leadership and organizational skills, and minute attention to detail. Seeking to apply my abilities to fill the required role in your company. I am a dedicated worker who can be relied upon to help your company achieve its goals.

EDUCATION

B.Sc in EEE

Name of Institute : Green University of Bangladesh
Subject : EEE
Result : 3.38(out Of 4)
Passing Year : 2019

Diploma in Engineering

Name of Institute : Mymensingh Polytechnic Institute
Board : BTEB
Subject : Electrical
Result : GPA- 3.29 (out of 4)
Passing Year : 2015

Secondary School Certificate (S.S.C)

Name of Institute : Chartaki High School
Board : Dhaka
Group : Science
Result : GPA- 4.63 (out of 5)
Passing Year : 2011

**COMPUTER
SKILL**

Operating Systems
Windows98, Windows2000/XP

Applications
MS Word, Excel, PowerPoint.

Internet & Others
Familiar with internet application

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| EXTRA CURRICULAR ACTIVITIES | <ul style="list-style-type: none"> • Watching films and documentaries. • Good at recitation • Performed in many programs as presenter • Book reading competition at Bangladesh Computer Council |
| LANGUAGE SKILL | <ul style="list-style-type: none"> • Spoken and Written Communication skill in both English and Bengali are considered very good. |
| PERSONAL INFORMATION | <p>Name : Tania Sultana</p> <p>Father's Name : Habib Ullah</p> <p>Mother' Name : Nazma Akter</p> <p>Date of Birth : 01/11/1996</p> <p>Nationality : Bangladeshi by Birth</p> <p>Religion : Islam</p> <p>Gender : Female</p> <p>Marital Status : Unmarried</p> <p>Permanent Address : Vill: Chartaki, P.O: Tarakandi P.S: Pakundia, Dist: Kishoregonj..</p> <p>National Id No : 19964817957000240</p> |
| REFERENCES | <p>Abu Hoque Sordar Apon Assistant General manager (AGM) Bangladesh Rural Electrification Board Cell:01772667161 Email'abuhoqueapon@gmail.com</p> <p>Joydeb chandra Roy Operation Engineer (Department of csd line) Mymensingh Agro limited Rfl Industrial park,mulgaon,kaligonj,Gazipur. Cell:01704140836 Email:malcsd18@prangroup.com ☎01746481260</p> |

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