

CURRICULAM VITAE OF MST. MOUMITA CHOWDHURY



Mailing Address

House No # 195/1, Flat # D-4, Shantibagh, Shajahanpur, Dhaka.

Cell: +88 01719753419, +88 01916640811

E-mail: mouchowdhury92@gmail.com

Objective

I would like to work in an organization where I can demonstrate my knowledge and skills to prove myself to be a quick learner. I would like the job with great sense of responsibility, enjoy the challenge of new situation and expect to make positive contribution from my position.

Scholastic Records

M.S.S

Name of Institution : Eden Mohila College, Dhaka
Subject : Sociology
Result : 2nd Class
Passing Year : 2012
University : National University

Diploma IT : Eden Mohila College, Dhaka
Subject : Computer
Result : B
Passing Year : 2012
University : National University

B.S.S (Hon's)

Name of Institution : Eden Mohila College, Dhaka
Subject : Sociology
Result : 2nd Class
Passing Year : 2011
University : National University

HIGHER SECONDARY CERTIFICATE (H.S.C)

Name of Institution : Ishwardi Women's College, Ishwardi
Group : Humanities
Result : C
Passing Year : 2006
Board : Rajshahi

SECONDARY SCHOOL CERTIFICATE (S.S.C)

Name of Institution : Govt. Nazim Uddin High School, Ishwardi
Group : Business Studies
Result : C
Passing Year : 2004
Board : Rajshahi

Employment History

- Post : HR & Compliance Officer
Company : **Ha-Meem Group**
Type of Company : Garments Factory
Company Location: Tejgaon I/A, Gulshan Link Road, Dhaka -1208..
Duration : From 1st November, 2017 to 1st December, 2020.
- Post : Customer Service Representative (Airtel Process)
Company : **Digicon Technologies Ltd.**
Type of Company : Call Center
Company Location: 242, Tejgaon I/A, Gulshan Link Road, Dhaka -1208.
Duration : From 1st March, 2017 – 30th October 2017
- Post : Front Desk Executive
Company : **LCBS Dhaka**
Type of Company : Educational institution
Company Location: Satmasjid Road, Dhanmondi, Dhaka 1209,
Duration : From 1st October, 2016 - 28th February, 2017
- Post : Teacher
School : Moon lit Kinder Garden and High School
Type of Company: Educational institution
Company Location: Ishwardi, Pabna, Bangladesh.
Duration : From 2005-2006
- Post : Teacher
School : New Earth Kinder Garden School
Type of Company: Educational institution
Company Location: East Shewrapara, Dhaka, Bangladesh.
Duration : From 1st January, 2010 to 30th December, 2013.

Training Summary

- Training the Workplace Communication Topic at the Workplace co-operation, Pc rules & responsibility, Risk Assessment, Problem solve buyer Gap Inc 2019.
- Training at Mothers@work topic at the Food habit of mataniny period,0-6 months baby food ,Rules of brest feeding, NGO of Brac 2020.
- Training the Bangladesh Labour Act and International Labour Standards Topic at the Procedure for Leave, punishment & grievance, Retirement ,working hours, Maternity leave, benefit, Injury, Amount of compensation, Gap inc & ILO 2020.
- Training the News Presentation & Reporting topic at the Pronunciation styles and language, interviewing, presentation and reporting methods, Institute Jobs A1 2014.
- Training the Sexual Harassment at garments Sector topic How the judgment can be use different place, Employers & authorities duties, Awareness Complain procedure & Punishments, Better Work 2018.
- Training the Grievance Mechanism at garments Sector topic Defined, Important in factory, Solutions, Good communication, Causes of grievance, Better Work 2018.

Others Skills:

- Ability to work efficiently under pressure and perform accordingly
- Skill to convince people.
- Ability to work in a team as well as independently.
- Willing to accept responsibility and perform accordingly.
- Self confident, Protective & Energetic.
- Handle high-pressure situations and deadlines.
- Goal oriented & hard working.
- Able to adapt in New Environment.

Language & Extra Curriculum

- Bengali- Both spoken and written are quite outstanding
- English- Both spoken and written are reasonably good.
- I have done many extra co-curriculum activities in School, College & University like arranging different types of programs, making decoration and dealing with the management.

Personal information

Name : Mst. Moumita Chowdhury
Father's Name : Chowdhury Md. Abdul Hye
Mother's Name : Afroza Yasmin Chowdhury
Date of Birth : 1st March, 1987
Marital Status : Married
Blood Group : B+
Religion : Islam
Nationality : Bangladeshi (by birth)
National Id No. : 7623904515129

Reference:

- Afsana Chowdhury
Project Manager
Brac University
66 Mohakhali, Dhaka 1212
Bangladesh
Cell phone: +88 01921-304177
E-mail: afshanachowdhury@gmail.com
- Md. Zaheed Salam
Advocated – Supreme court
Joynal Abedin Association
Kakrail, Dhaka.
Cell phone: +88 01712-505364

Declaration

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

Mst. Moumita Chowdhury