




raziaakterratre@gmail.com

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 Pachkani, Amin Bazar-1348
(Kawndia), Savar, Dhaka

EDUCATION

BBS

National University Passing Year 2016

HSC

Dhaka Board Passing Year 2013

SSC

Dhaka Board Passing Year 2011

SKILLS

- Industrial Sewing Machine Operation
- Tailoring & Dress Making
- Pattern Making & Cutting
- Garments Manufacturing Process Knowledge
- Fabric Handling & Garment Finishing
- Basic Quality Control in RMG

LANGUAGES

- Bengali: Native – Excellent in speaking and writing
- English: Good – Capable in listening and writing

RAZIA AKTER RATRE

NSDA CERTIFIED
TRAINER & ASSESSOR

ABOUT ME

Motivated and skilled professional with hands-on experience in the Ready-Made Garments (RMG) sector, specializing in Sewing Machine Operation and Tailoring & Dress Making. Trained and certified under the National Skills Development Authority (NSDA) in various garment production skills including Pattern Making, Dress Making, and Garments Supervision. Demonstrated ability to operate industrial sewing equipment efficiently and produce quality garments. A team-oriented individual with additional skills in training and assessment.

EXPERIENCE

MIST- Mirpur 10

Assistant teacher (Sudokho) 6 month (2018)

**Anando Arban Academy School
(BRAC)-Mirpur-1 (Sahinpur)**

Teacher 1 Year (2021)

Solar Electro Bangladesh Limited (SEBL) -Dhanmondi-27

Assistant Sales Manager 1 year (2020)

EXTRA CURRICULUM ACTIVITY:

- Rover Scout Leader, Digonta Scout Group – Leadership and team coordination experience



PROFESSIONAL CERTIFICATIONS (NSDA / BNQF STANDARD)

Certificate Title	Occupation / Level	Institute	Duration	Certificate Title
National Certificate BNQF Pedagogy Level (NSDA)	Trainer / Assessor – Level 4	BGTTC, Dhaka	12 Days	2024
National Skills Certificate BNQF Skill Level (NSDA)	FD&PD – Level 3	ELLEN, Dhaka	03 Days	2025
National Skills Certificate BNQF Skill Level (SICIP)	ASMO – Level 3	BGTTC, Dhaka	04 Months	2025
National Skills Certificate BNQF Skill Level (NSDA)	WSMO – Level 2	BGTTC, Dhaka	03 Days	2024
National Skills Certificate BNQF Skill Level (NSDA)	KSMO – Level 2	UCEP, Dhaka	03 Days	2025
National Skills Certificate BNQF Skill Level (NSDA)	QCM – Level 4	BGTTC, Dhaka	03 Days	2025
National Skills Certificate BNQF Skill Level (NSDA)	TDM – Level 2	MIST, Dhaka	03 Days	2025



ADDITIONAL TECHNICAL TRAINING

Course Title	Duration	Institute
Block Batik & Skin Print (Pre Voc-II)	3 Days	BTEB
Sewing Machine Operation (Pre Voc-II)	5 Days	BTEB
Tailoring & Dress Making	3 Days	BMET/BGMEA
Woven Garments Machine Operator (Dyeing)	6 Weeks	BMET
Printing & Block Batik	6 Months	BMET
Garments Manufacturing	6 Months	BMET
Pattern Making	5 Weeks	SEIP
Mid-Level Garments Supervisor	6 Months	BMET
Textile Spinning Mechanics	12 Months	UCEP