



RESUME

OF

SUMAIYA RAHMAN CHAITEE

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Address: 12/2 / I, K.M Das Lane, Tikatuli, Wari, Dhaka -1203

Career Objectives

I am a dedicated, self-motivated, and enthusiastic individual seeking a dynamic and growth-focused position where I can leverage my practical experience in customer service and digital marketing. I am eager to contribute effectively to team success while continuously expanding my skills in a professional environment that values innovation, collaboration, and continuous improvement.

EDUCATIONAL QUALIFICATION

Masters of Business Administration (MBA)

- Institution : National University, Dhaka
- Year of Passing : 2024
- Major : Management
- Result : CGPA :2.79 out of 4.00

Bachelor of Business Administration (BBA)

- Institution : National university, Dhaka
- Year of Passing : 2022
- Major : Management
- Result : CGPA 2.79 out of 4.00

Higher Secondary Certificate (HSC)

- Institution : Dhaka Mohanagar Mohila College, Dhaka
- Group : Business Studies
- Year of Passing : 2016
- Result : GPA 3.17
- Board : Dhaka

Secondary School Certificate (SSC)

- Institution : Mitali Biddyapith High School, Dhaka
- Group : Business Studies
- Year of Passing : 2013
- Result : GPA 2.25
- Board : Dhaka

SKILLS

- Computer Skills: MS Word, Excel, PowerPoint, Access
- Internet Skills: Browsing, Email Communication
- Typing Speed: Excellent in both English & Bengali
- Digital Marketing: Social Media Campaigns, Paid Advertising, Content Promotion
- Soft Skills: Communication, Teamwork, Time Management

LANGUAGE

- Bengali: Native
- English: Fluent (Speaking, Reading, Writing)

EXTRA CURRICULAM ACTIVITIES

Volunteer – International Yoga Program

Collaborative event between Bangladesh and India

- Coordinated event activities and logistics.
- Managed participant registration and support.
- Assisted in smooth operation and communication throughout the event.

STRENGTH

1. Communicative, friendly, positive thinking attitude & willing to serve dedicatedly.
2. Readiness to work with a stress worthy environment.
3. Handle high pressure situation and deadline.
4. Sharp sense of social responsibility.
5. Confident, dynamic, extrovert & resourceful

PERSONAL INFORMATION

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|----------------|--------------------------|
| Name | : Sumaiya Rahman Chaitee |
| Father's Name | : Md. Mahabubur Rahman |
| Mother's Name | : Kaniz Fatema |
| Contact Number | : +8801950712423 |
| Home District | : Dhaka |
| Date of Birth | : March 20, 1998 |
| Religion | : Islam |
| Nationality | : Bangladeshi |
| Marital Status | : Single |
| Blood Group | : (A+) |

EXPERIENCE

Sales Associate – Farm Fresh Super Shop

Duration: 7 months

- Provided excellent customer service and support.
- Managed store inventory and product placement.
- Gained hands-on experience in digital marketing strategies and promotions.

DECLARATION

I, Sumaiya Rahman Chaitee, do hereby declare that all information given here is true to the best of my knowledge. If required, this document can be supported by authentic certificates/papers.

Chaitee

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Signature

Sumaiya Rahman Chaitee

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