

Resume

Most. Rahena Tajmi

House Pubali S-2, Road-17 circuit House,
Ramna, Dhaka-1217.

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Career objective

- To build up my career in the field of some challenging post in any organization where there is immense scope to work and prove ones expertise and to maneuver positive contribution in the organization by sincerely accomplishing the duties and responsibilities assigned to me.

Academic certification

Masters of Social Science(M.S.S):

Institute : Carmichael College, Rangpur.
Affiliated : National University.
Subject : Political Science
Academic Session : 2009-2010
Result : On going

Bachelor of Social Science(B.S.S) Honors:

Institute : Carmichael College, Rangpur.
Affiliated : National University.
Subject : Political Science
Academic Session : 2005-2006
Year of Completion : 2009 (Held in 2011)
Result : Second class (Marks Obtain 47.91%)

Higher Secondary Certificate(H.S.C) :

Institute : Nilphamari govt Women's College.
Group : Humanities
Year of Completion : 2005
Result : 3.90(Out of 5)
Board : Rajshahi

Secondary School Certificate (S.S.C) :

Institute : Tengonmary High School.
Group : Humanities
Year of Completion : 2003
Result : 3.06 (Out of 5)
Board : Rajshahi

what makes me different

- Ability to work hard.
- Excellent interpersonal communication skills.
- Ability to build group and control.
- I can lead and be led under any circumstances
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skills and experience

- **Operating System**

Ms-Word all kinds of formatting, Ms-Excel, Ms-Power point, Photoshop & Illustrator, internet browsing, Email & MSN Correspondence, Fax & Photocopy.

- **Experiences**

worked as senior executive admin 01.01.2021 to 31.12.2023 at Anzel textile Composite mills limited, Dhaka Bangladesh.

Interests & Hobbies

- Reading book & journal both Bengali & English.
- Sports & Traveling.

Personal details

Name	: Most. Rahena Tajmi
Father's Name	: Md. Rowsan Ali
Mother's Name	: Most. Nurzahan Begum
Spouse Name	: Md Ahasanul Kabir Palash
Mailing Address	: House Pubali, Flar S-2, Road 17 circuit House Road, Ramna, Dhaka-1217.
Permanent Address	: Vill: Padmapukur, P.O: Faridpur, P.S: Mithapukur, Dist: Rangpur.
Date of Birth	: 03 November, 1987
Nationality	: Bangladeshi by birth
Religion	: Islam
Sex	: Female
National Id Number	: 19872693622416517
Passport Number	: A08635883
Blood Group	: B+ve

References

1. **Mir Jaynul Abedin Shibly**
Director General,
Anticorruption Commission
1, shegunbagicha, Ramna,
Dhaka-1000.
Cell: +8801711644675

2. **Professor Dr. Jimma Hossain**
Vice-principal
Mymensingh Medical College
& Hospital.
Mymensingh.
Cell: +8801712531085

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(Rahena Tajmi)

