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## NOOR A Mirza Jeoty

House#16/19  
Ajam Road  
Mohammadpur, Dhaka.  
Cell: +8801720447720  
mirzajeoty2017@gmail.com



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## PROFESSIONAL SUMMARY

Looking for hard and challenging jobs where I will have the scope to utilize my potentiality, adaptability and skills to do something in olive and from where I will be able to enhance my knowledge.

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## WORK HISTORY

**Name of the Organization:** RWS Moravia  
**Location:** Virtual  
**Position:** Linguistic Reviewer & Translator (BN-BD Team)  
**Employment periods:** November 2019 to Continue

**Name of the Organization:** RWS Moravia  
**Location:** Virtual  
**Position:** Business Standard Translator (BN-IN Team)  
**Employment periods:** June 2020 to Continue

**Name Of The Organization:** P&P Associates Consultancy  
**Location:** Remote (Work From Home)  
**Position:** Online Business Development Executive  
**Employment periods:** October 2017 to December 2018

**Name Of The Organization:** Tech-Bhai  
**Location:** Remote (Work From Home)  
**Position:** Online Customer Support Executive.  
**Employment periods:** January 2017 to Spt. 2017

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## KEY QUALIFICATION

- ◆ **IELTS -6.5** from British council in 2007.
- ◆ Speaking- 7, Reading-7, Writing-5.5, listening-7

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## EDUCATION

**Master of Business Studies (MBS)** : Eden Mohila College  
Major : Management  
Expected Passing Year : 2013  
Result : 2<sup>nd</sup> class

**Bachelor of Business Studies (BBS)** : Eden Mohila College  
Major : Management  
Expected Passing Year : 2012  
Result : 1<sup>st</sup> class

**Higher Secondary Certificate (HSC)** : Mohammadpur Preparatory Higher Secondary School  
Result : GPA 4.50  
Group : Science  
Board : Dhaka  
Passing year : 2007

**School Secondary Certificate (SSC)** : Mohammadpur Girls High School  
Result : GPA 4.50  
Group : Science  
Board : Dhaka  
Passing year : 2005

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## SPECIALITY

- ◆ Flexible to operate computer and related devices.
- ◆ Communicative and friendly.
- ◆ Enthusiastic, self-motivated, industrious and punctual.
- ◆ Ability to manage things and work with the group.
- ◆ Adaptive to new technology and a quick learner.
- ◆ Good Analytical Ability and extensive One to One.
- ◆ Ready to work under pressure and meet deadlines.

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## LANGUAGE PROFICIENCY

	Language	Reading	Writing	Speaking
1.	Bengali	High	High	High
2.	English	High	High	High

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## PERSONAL DETAILS

- ◆ **Father's Name** : Mirza Bazlur rahman
- ◆ **Mother's Name** : Rabeya khatun
- ◆ **Permanent Address** : 8/4, MohiniMohon Das Lane, Kagozitola, Sutrapur, Dhaka-1000
- ◆ **Date of Birth** : November01, 1990.
- ◆ **Sex** : Female
- ◆ **Religion** : Islam
- ◆ **Nationality** : Bangladeshi (By Born)
- ◆ **Marital Status** : Married
- ◆ **Blood Group** : A+<sup>(ve)</sup>

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## COMPUTER SKILLS

- ◆ Flexible to operate computer and related devices.
- ◆ Microsoft office, Browsing, Abode Illustrator, Installing software.

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## REFERENCE

**Name:** Md. Badrul  
**Post :** Senior Commercial Executive  
**Institute:** Padma Group Ltd.  
**Cell :** 01844051006  
**Location :** Uttara

**Name:** Mojibur Rahman,  
**Post :** Assistance Manager, Admin  
**Institute:** Inland Technologies LTD.  
**Cell :** 01678030122  
**Location :** Adabor, Mohammadpur