

CURRICULUM VITAE

NUSRAT KHANAM

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Ruposhi Housing Society, Polytechnic road (4209)
Nasirabad, Chattogram



Career Objective:

To contribute to organizational goals through effective performance, teamwork, and continuous professional development in a dynamic and growth-oriented environment.

Job Experience:

Institute	: Shyamoli Ideal Polytechnic Institute, Chattogram
Institute Location	: Muradpur, Chattogram.
Designation	: Trainer
Duration	: 1 st February 2026 to till now
Institute	: Bangladesh-Korea Technical Training Center, Chittagong (BK TTC)
Institute Location	: Polytechnic circle, Nasirabad, Chattogram.
Designation	: Guest Trainer
Duration	: 1 st January 2022 to 31 st December 2025

Experience Highlights-

- Skilled in technical training and professional workplace operations.
- Experienced in training, reporting, and documentation.
- Experienced in software installation, system maintenance & administrative support.
- Skilled in AutoCAD 2D & 3D design, Computer Operation, Graphics Design, and IT Support Services.
- Assisted in preparing drawings using AutoCAD.
- Strong communication, teamwork, and problem-solving skills.

Technical Skills & Training

National Skill Certificate –III in Computer Operation, BNQF Level -3	
Course Name	: Computer Operation BNQF Level-3
Board Name	: National Skills Development Authority (NSDA) Prime Minister's Office.
National Skill Certificate –III in IT Support, BNQF Level -3	
Course Name	: IT Support Service Level -3
Board Name	: National Skills Development Authority (NSDA) Prime Minister's Office.
National Skill Certificate –III in 2D & 3D CAD, BNQF Level- 3	
Course Name	: 2D & 3D CAD Level – 3
Board Name	: National Skills Development Authority (NSDA) Prime Minister's Office.
National Skill Certificate –III in Graphics Design, BNQF Level -3	
Course Name	: Computer Operation BNQF Level-3
Board Name	: National Skills Development Authority (NSDA) Prime Minister's Office.
National Skill Certificate –III in Computer Operation, NTVQF Level -3	
Course Name	: Computer Operation NTVQF Level-3
Board Name	: Bangladesh Technical Education Board (BTEB)
National Skill Certificate –III in CAD Operation, NTVQF Level -3	
Course Name	: CAD Operation (Auto CAD) Level -3
Board Name	: Bangladesh Technical Education Board (BTEB)

Certificate in National Skill Standard Basic Trade Courses

Course Name	Course Duration	Institute	Board Name
Computer Office Application	06	Bangladesh-Korea Technical Training Centre (BK TTC), Chittagong	Bangladesh Technical Education Board (BTEB)
Auto CAD	06	Bangladesh-Korea Technical Training Centre (BK TTC), Chittagong	Bangladesh Technical Education Board (BTEB)
Graphics Design	04	Bangladesh-Korea Technical Training Centre (BK TTC), Chittagong	Bangladesh Technical Education Board (BTEB)
Spoken English	02	Bangladesh-Korea Technical Training Centre (BK TTC), Chittagong	Bureau of Manpower, Employment and Training (BMET)

Academic Qualification

Exam Title	Group/Department	Institute	Board/University	Year	CGPA
B.Sc in Engineering	Civil Engineering	University of Creative Technology Chittagong	University of Creative Technology Chittagong	2025	3.59 (Out of 4.00)
Diploma in Engineering	Architecture & Interior Design Technology	Chittagong Mohila Polytechnic Institute	BTEB	2020	3.50 (Out of 4.00)
National Skill Standard (NSS-III)	Drafting Civil	Bangladesh-Korea Technical Training Center, Chittagong (BK TTC)	BTEB	2019	Pass
Secondary School Certificate Examination (S.S.C)	Science	Imaratunnesa City Corporation Girl's High School.	Chittagong Board	2016	4.28 (Out of 5.00)

Personal Information

Name : **Nusrat Khanam**
 Father's Name : A.M.M. Abdullah
 Mother's Name : Nilufar Yesmin
 Date of Birth : July 15, 2000
 Nationality : Bangladeshi
 Marital Status : Single
 Gender : Female
 Religion : Islam
 Blood Group : A⁽⁺⁾
 Permanent Address : Mowlavi Ahmedur Rahman Bari,
 Vill: Ilsha , P/O: Chapachari,
 Upazila: Banskhali, Dist: Chittagong.

Reference

MD.Nazim Uddin (Shagar)

Manager (HR, Admin & Compliance)
 Chittagong Fashion Specialized Textiles Ltd
 Mobile: 01819561918

Chowdhury Tareq Mahmud

Job Placement Officer
 Chattogram Mohila TTC, Nasirabad Chattogram
 Mobile: 01812020664



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