

CURRICULUM VITAE

NUSRAT KHANAM

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Address : Anwar Villa, Ground Floor.
Ruposhi Housing Society, Polytechnic road (4209)
Nasirabad, Chattogram



Career Objective:

Dedicated and results-oriented engineering professional with experience in technical training, IT Support Services, Computer Operations, Network Security, Data Analysis, Graphic Design, & AutoCAD Design. Seeking a challenging position as a Trainer, Technical Instructor, or in a Corporate/Industrial role where, I can utilize my technical expertise, communication skills, and problem-solving abilities to contribute to organizational growth and professional excellence. Passionate about developing technical skills, promoting continuous learning, and delivering high-quality performance in dynamic work environments.

Job Experience:

Institute : **Shyamoli Ideal Polytechnic Institute, Chattogram**
Institute Location : Muradpur, Chattogram.
Designation : Trainer
Duration : 1st February 2026 to till now

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

Institute : **Bangladesh-Korea Technical Training Center, Chittagong (BK TTC)**
Institute Location : Polytechnic circle, Nasirabad, Chattogram.
Designation : Information Officer,
Duration : 1st January 2020 to 31st December 2021

Institute : **Banskhali Technical Institute, Chittagong**
Institute Location : Banskhali, Chattogram.
Designation : IT Trainer,
Duration : 1st January 2019 to December 2019

Internship

Company Name : P2P 360
Location : Mehediabagh, Chattogram.
Duration : 1st February 2020 to 30th April 2020

Experience Highlights-

- Experienced in technical training, instructional support, and professional workplace operations in educational and corporate environments.
- Skilled in AutoCAD 2D & 3D design, Computer Operation, Graphics Design, and IT Support Services.

- Proficient in conducting training sessions, preparing technical documentation, presentations, reports, and maintaining operational records.
- Experienced in, software installation, system maintenance, and providing technical and administrative support.
- Assisted in preparing architectural drawings using AutoCAD.
- Supported senior architects in developing 2D and 3D design concepts.
- Helped create floor plans, elevations, and layout designs.
- Assisted in preparing presentation materials for client meetings.
- Coordinated with team members on design revisions and updates.
- Maintained project files and documentation.
- Strong communication, teamwork, problem-solving, and organizational skills with the ability to work effectively in dynamic environments.
- Capable of handling multiple responsibilities efficiently while maintaining professionalism, accuracy, and productivity.

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: Banskhal, Dist: Chittagong.

Technical Skills & Training

Competency Based Training & Assessment Methodology, Level- 4

Institute : Bangladesh-Korea Technical Training Centre (BKTTTC),
Board Name : National Skills Development Authority (NSDA)
Prime Minister's Office.

Industry Assessor & Trainer TVET, Level - 4

Institute : Bangladesh-Korea Technical Training Centre (BKTTTC), Chittagong
Board : Bangladesh Technical Education Board (BTEB).

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 –I in IT Support, NTVQF Level -1

Course Name : IT Support Level – 1
Board Name : Bangladesh Technical Education Board (BTEB)

National Skill Certificate –II in IT Support, NTVQF Level -2

Course Name : IT Support Level – 2
Board Name : Bangladesh Technical Education Board (BTEB)

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 –I in Graphics Design, NTVQF Level -1

Course Name : Graphics Design Level – 1
Board Name : Bangladesh Technical Education Board (BTEB)

National Skill Certificate –II in Graphics Design, NTVQF Level -2

Course Name : Graphics Design Level -2
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 : **Computer Office Application**
Course Duration : Six Months
Institute : Bangladesh-Korea Technical Training Centre (BKTTC), Chittagong.
Board Name : Bangladesh Technical Education Board (BTEB)

Course Name : **Auto CAD**
Course Duration : Six Months
Institute : Bangladesh-Korea Technical Training Centre (BKTTC), Chittagong
Board Name : Bangladesh Technical Education Board (BTEB)

Course Name : **Graphics Design**
Course Duration : Four Months
Institute : Bangladesh-Korea Technical Training Centre (BKTTC), Chittagong
Board Name : Bangladesh Technical Education Board (BTEB)

Course Name : **Spoken English**
Course Duration : Two Months
Institute : Bangladesh-Korea Technical Training Centre (BKTTC), Chittagong.
Board Name : Bureau of Manpower, Employment and Training (BMET)

Reference

Engr. Saiful Islam

B.Sc in Civil Engineering

Project Engineer

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E-mail : saifulislam25250@gmail.com

Masud Properties Ltd. (MPL)



Nusrat Khanam