

## RAITA BINTE AMIN

Mahmuda lounge , House # 2/3/2  
Ma Kuthir Road, Borobag, Mirpur 2, Dhaka-1216  
+8801304095384  
raita.amin@gmail.com



### Professional Summary

Enthusiastic and self-driven fresher with a solid grasp of computer fundamentals, a creative approach to problem-solving, and strong communication skills. Known for quick learning, adaptability, and a genuine passion for technology and innovation. Comfortable working independently or as part of a team, with a strong sense of responsibility and a desire to contribute meaningfully in any role. Eager to begin a professional journey where I can apply my skills, grow through new challenges, and add value to the organization.

### Skills

- Skilled in MS word, MS Excel with an average speed of 20 WPM English typing speed
- Have great communication skills
- Have outstanding creativity
- Fluent in English and Bangali, with strong communication and presentation skill

### Professional Experience

**Deputy Secretary**  
**Dhaka Commerce College Science Club**  
*June 2023- September 2024*

- Manage club events
- Coordinate club projects
- Guiding club members

### Education

**Bachelor of Science (Honours) In Environment Science**  
North south university (NSU)  
enrolled

**higher secondary certificate (HSC)**  
Dhaka Commerce College  
CGPA: 5.00  
Graduated: 2024

**Senior Secondary certificate (SSC)**  
Monipur High School  
CGPA: 5.00  
Graduated: 2022

### Reference

Will gladly provide personal and professional reference upon request