



# SUSHMITA DATTA

Translator and Freelancer

## Address

Moazzem Crown, House No. 5C,  
Kazi Nazrul Islam Road, Firingee  
Bazar, Chittagong -4000.

## Contact

☎ 01816901283  
01306727091

✉ sushmita\_4551@yahoo.com

## Date of Birth:

1<sup>st</sup> June, 1984

## Software Skills

- MS Word
- MS Excel
- MS PowerPoint
- Adobe Photoshop

## Language Proficiency

**Bengali:** Native Language  
**English:** Excellent

## Personal Information

**Marital Status:** Married  
**Religion** : Hinduism  
**Nationality** : Bangladeshi

**Permanent Address** :  
C/O - Rubel Chowdhury.  
Vil:Habilash Dwip. P.O-  
Shakpura, Thana:Patiya.  
Dist: Chittagong.

## ABOUT ME

Want to pursue a highly rewarding career and healthy work environment where skills and knowledge can be utilized to convey lucrative outcomes for organizations.

## EDUCATION

### ❖ Masters of Science 2010

Institution: Chittagong College, Chittagong  
Subject: Clinical Psychology Result: **1<sup>st</sup> Class**

### ❖ Bachelor of Science 2009

Institution: Chittagong College, Chittagong  
Subject: Psychology Result: **2<sup>nd</sup> Class**

### ❖ Higher Secondary Certificate (HSC) 2002

Institution: Govt. City College, Chittagong  
Group: Science Result: **2<sup>nd</sup> Class**

### ❖ Secondary School Certificate (SSC) 1999

Institution: Dr. Khastagir Govt. Girls High School, Chittagong  
Group: Science Result: **1<sup>st</sup> Class**

## WORK EXPERIENCE

### ⚙️ Translator At Fiverr From 2015 – Continuing

- Freelancer, Working for different translation projects from (English to Bengali) or (Bengali to English).
- Main Work platform is Fiverr.
- Article writing.
- Blog Commenting.
- Preparing PowerPoint presentations as you required.
- Designing greeting cards using Adobe Photoshop.

## **PERSONAL SKILLS**

- Ability to work under challenging and stressed conditions.
- A co-operative, Patient, Reliable & Proactive team player.
- Organized & self-motivated.
- Conscious about time management.
- Good communication and interpersonal skill.

## **DECLARATION**

All the information mentioned in the resume is correct to the best of my knowledge and belief.

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**Sushmita Datta**