

## Orthe Akther



**Father's Name** : Nazrul Islam  
**Mother's Name** : Rina Islam  
**Date of Birth** : 13 November, 1998  
**Nationality** : Bangladeshi  
**Blood Group** : O+  
**Place of Birth** : Gopalganj  
**Present address** : Ka-7, Jogonnathpur, Ainuddin Munshi  
Road , Bashundhara Gate , Dhaka-1229  
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### **Objective:**

Seeking a competitive and challenging environment to work in the creative department of different local or multinational companies of Bangladesh where I can serve your organization and establish a career for myself.

### **Education:**

- 2022- Bachelor of Business Administration (BBA), Finance  
North South University.  
CGPA - 3.10/4.00
- 2016- Higher Secondary Certificate (HSC), Business Studies  
Haji Lal Mia City College.  
GPA – 4.42/5.00
- 2014 - Secondary School Certificate (SSC), Business Studies  
Binapani Govt. Girls' High School.  
GPA – 5.00/5.00

## **Summary of Qualification:**

Outstanding customer service, communication, and interpersonal skills.

Highly adept at assisting coworkers and customers utilizing best practices.

Detail oriented, strong organizational skills with ability to carry out tasks with minimal supervision.

Proven ability to work effectively with diverse personalities in a tactful, decisive, and good manner

## **Skills:**

Fluent in speaking and writing English and Bangla also speaking Hindi and Urdu.

Proficient in Microsoft Word, Excel, PowerPoint, Outlook, Social Media Platforms

## **Work Experiences:**

Internship - Standard Bank Limited, March 2022 - June 2022

Vendor Coordinator-Double Eagle Property Preservation, November

2021- November 2022

Assistant Manager (Marketing) – ‘Job Media’ November – current

## **Extra- Curricular Activities:**

General Member - North South University Model UN Club

North South University Arts and Photography Club

North South University Shangskritik Shangathan

## **Strength & Weakness:**

Strength: I have a good leadership; communication skills and I am always looking for new challenges.

Weakness: My weakness is I am not comfortable until I finish my work in the given time.

## **REFERENCES:**

### **MR. HASAN A. MAMUN**

Lecturer, Department of Accounting & Finance, SBE,  
North South University

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### **Dr. S.S. M. Sadrul Huda**

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North South University

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