

CV OF

FARZANA AKTER

Cell : +8801763553803 , +8801790128471

Email: 1311farzu@gmail.com

Present Address:

Shat moshjid Housing,
Mohammadpur, Dhaka-1207



Career Objective:

In the beginning of career a highly motivated and hardworking and looking for a responsible role in a reputed organization where we shall be able to explore my capabilities and gradually develop knowledge, skill and abilities to perform duties and responsibilities efficiently and effectively to add values to your organizations where I will find ample scope and opportunity to work and to promote to a significant position.

➤ Experience:

In my beginning career,

- I have been worked as a “**Computer Operator**” at “**World Tech Computer**” From 4th January 2021 to 2nd June 2021.
- I have been worked as a Teacher in “**Business Studies** ” at “**Child Heaven International School**” From 1st March 2020 to 5th November 2020

➤ Computer Skills:

- Microsoft Office : MS word, MS Excel, MS Excess and Power Point.
- Office Application
- Other : Software, Hardware & All Internet Communication
Data entry skill

➤ Personal skill

- Communication skill
- Presentation skill
- Organization skill
- Presentation skill
- Time management
- Multi Tasking skill
- Problem solving

➤ Language Skill

- Bengal is my mother tongue and I have native fluency in reading and writing, I possess some fluency in English Speaking , Reading & Writing.

➤ Education Qualification

Bachelor of Business Administration (B.B.A)

College : Alhaj Mockbul Hossain Degree Collage, Dhaka
Subject : Accounting
University : National University.
Year : 2021
CGPA : 3.40 (Out of 4)

Higher Secondary Certificate (H.S.C)

College : Pioneer Collage , Dhaka
Result : GPA- 3.42
Group : Business Studies
Year : 2017
Board : Dhaka.

Secondary School Certificate (S.S.C)

Institute : Mohammadpur Girls High School
Result : GPA- 3.50
Group : Business Studies
Year : 2015
Board : Dhaka.

Personal Informaion :

Full Name : **Farzana Aker**
Father's Name : Abdul Aziz
Mother's Name : Nazma
Date of Birth : 5thOctober 1998
Nationality : Bangladeshi.
Religion : Islam.
Marital Status : Single.
Sex : Female.
Height : 5'-2"
Blood Group : B+ (Positive)
Weight : 54kg.
Permanent address : Vill : PachKathi , Post : Goshairhat
District : Shariotpur

Declearation:

I hereby, declare myself that all the statement in this C.V are authentic, complete and correct to the best of my knowledge and belief.