

*Resume of*

# **HAFSA AKTER**



**Name: Hafsa Akter**

**Mailing Address: House-06 (Flat-B4), Road-10, Block-C, Section-6, Mirpur, Dhaka-1216.**

**Phone Number: 01685055740**

**E-mail: [akter.hafsa789@gmail.com](mailto:akter.hafsa789@gmail.com)**

## **Career Objective**

To work willingly in an environment where comes through creativity hard working, Sincerity, honesty, Timing and devotion to duty. Counseling and maintain good relationship with other employer. Super-vice & monitor other lower employees.

## **Career Objective**

- Bachelor of Business Administration  
2017  
National University  
Tongi Govt. College  
Major in Accounting ,  
CGPA-3.25 out of 4.00.
- Higher Secondary Certificate (H.S.C)  
2011  
Holy child school & College  
GPA-5.00 out of 5.00, Business Studies, Dhaka Board.
- Secondary School Certificate (S.S.C)  
2009  
Belayet Hossain Adarsha High School  
GPA-4.31 out of 5.00, Science, Dhaka Board.

## **Mentionable Computer Skills**

- Operation System  
**Windows 98, XP , 2000**
- Word Processing

**Microsoft Word, Microsoft Excel, Microsoft Power point.**

**Personal Details**

- Father's Name : Md. Alamgir
- Mother's Name : Tahmina Akter
- Permanent Address : House-06 (Flat-B4), Road-10, Block-C,  
Section-6, Mirpur, Dhaka-1216.
- Date of Birth : 30<sup>th</sup> July 1994
- Nationality : Bangladeshi
- Religion : Islam (Sunni)
- Marital Status : Married

**Other's Personal Skills**

- Bengali: Excellent in all sides.
- English: Good
- Well-mannered, smart, structured, disciplined, punctual.
- Internet Browsing.
- Have ability to work across the cultures and organizational boundaries.

**Reference**

**Parveen Sultana**

Deputy Chief (Executive Engineer)  
Road Transport and Highways Division  
Ministry of Road Transport and bridges.  
Mobile: +8801711480319

**Eng. Mahbub-E-Rabbani**

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Hafsa Akter

Signature.....