

## MUKTA AKTER

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### Career Objective

To work in a winning organization where performance, sincerity and creativity are primary determiner to judge an employee as well as where there are lots of opportunity to develop personal quality and career.

### Academia

Degree	GPA/CGPA	Institution	Group/Major	Passing Year
<b>B.B. A</b>	3.30	Daffodil International University	Marketing / HR	2023
<b>H.S.C.</b>	3.33 (scale of 5)	Govt. Safar Ali College	Business Studies	2019
<b>S.S.C</b>	4.50 (scale of 5)	Madhabdi S.P institution	Business Studies	2017

### Field of Specialization

- Interpersonal & convincing capability
- Analytical & problem-solving capability
- Ability to work under pressure
- Maintaining deadline
- Self-motivated
- Public speaking
- Team player
- Leadership
- Attention in details
- Highly organized

### Co-Curricular Activities

Role	Duration
Joint secretary DIU HR club	3 years
Assistant and public relations DIU marketing club	2 years
Executive members of DIU Finance Club	1 year
Executive member of DIU SYBL	1 year
Executive member of DIU Business and education club	3 years
Activities	Year
Organized HR carnival	2023
Volunteer DIU finance corporate night 4.0	2022
Participated Ad-making Pran potato DIU marketing fest	2019

## Achievements

- Best Organizer award from HR carnival DIU HR Club
- Setting & Achieving Focus, goals and Targets from Goedu.ac on Skill.jobs & HRDI
- Certificate of participation Email Etiquette organized by DIU finance Club
- 2nd runner up of group presentation from DIU HR Club.

## Professional Courses

- Digital marketing from Dimension IT

## Seminars & Workshops

- Workshop on cv writing
- Workshop on Microsoft Excel
- Seminar attend Press conference on BSHRM-DIU 9th international HR conference 2022 June (16-17)
- Workshop on corporate etiquette

## Language Proficiency

Fluent in both English & Bengali.

## Technical Knowledge

- Power point
- MS Excel
- MS Word



## Reference

**Mr. Dewan Golam Yazdani**  
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**Mr. Siddiqur Rahman** Assistant  
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I am undersigned, hereby declare that, I will be responsible for any wrong information provides here.

Applicant's Signature