

## Afsana Akter

**Present Address** : Pollibidut, Savar, Dhaka  
**Contact No** : 01860032022  
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### CAREER OBJECTIVES:

To work in a challenging environment, achieve skills in the respective field, and work for the organization's and my simultaneous progress.

### EDUCATION:

#### Bachelor's Degree

**Institute Name** : Daffodil International University (DIU), Dhaka Bangladesh  
**Subject** : Business Administration  
**CGPA** : 3.62(Out of 4)  
**Passing Year** : 2020-2023

#### Higher Secondary Certificate (HSC)

**Institute Name** : BPATC School and College, Dhaka Bangladesh  
**Subject** : Business  
**CGPA** : 3.33 (Out of 5)  
**Passing Year** : 2017-2019

#### Secondary School Certificate (SSC)

**Institute Name** : Jhalsha High School, Dhaka Bangladesh  
**Subject** : Business  
**CGPA** : 4.55 (Out of 5)  
**Passing Year** : 2015-2017

### EXPERIENCE:

Internship at Al Arafah Islami Bank

### EXTRACURRICULAR ACTIVITIES:

- DIU Accounting Club
- Social Business Student Forum
- Business & Education Club

### ACHIVEMENTS:

- Winner of 'Skill Fest 2022' organized by the Business and Education Club
- Business idea competition arranged by SBSF Social Business Students' Forum (SBSF) in Association with the Yunus Center at Daffodil International University on June (02-05, 2020)
- Career Planning & Development Expo

- MS Excel course, MS Excel formulas function, and tricks,
- PowerPoint course Spoken & writing English
- Easy Ways for Effective Content offered by Human Resource Development
- Leadership quality-Boss VS Leader
- Personal branding webinar
- 11 Essential Skills for the 21st Century
- Data Analysis & Visualization using SPSS

#### **KEY SKILLS:**

##### **Language Proficiency**

<i>Language</i>	<i>Speaking</i>	<i>Listening</i>	<i>Reading</i>	<i>Writing</i>
<i>Bangla</i>	<i>Mother Tongue</i>			
<i>English</i>	<i>Good</i>	<i>Good</i>	<i>Good</i>	<i>Good</i>

##### **Computer Literacy:**

- MS Word, MS PowerPoint, Excel, Access, Outlook
- Quickbook, Spss, Google Docs, Email, Canva, Google site

#### **RESEARCH:**

- Effectiveness of Technological Literacy of Accounting Students at Daffodil International University
- Impact of Tax Incentives on the Economic Development

#### **PERSONAL INFORMATION:**

**Name** : Afsana Akter  
**Fathers Name** : Abdul Ali  
**Mother Name** : Tahmina Begum  
**Nationality** : Bangladeshi  
**Date of Birth** : 30 Dec 2002  
**Marital Status** : Unmarried

#### **REFERENCES:**

**M.Shamsuddin Ahmed**  
**Position:** Vice president & Manager  
**Organization Name:** Al-Arafah Islami Bank (Jamgora Branch)  
**Contact:** 01811481594  
**Email:** msa.azad16@gmail.com  
**Organization Address:** Jamgora, Ashulia, Dhaka

**Md.Rejaunnobi**  
**Position:** Senior Executive officer  
 senior Executive Officer  
**Organization Name:** Al-Arafah Islami Bank (Jamgora Branch)  
**Contact:** 01684027706  
**Email:** raju5003@aibl.com.bd  
**Organization Address:** Jamgora, Ashulia, Dhaka