

Mim Akter

 Kabor Sthan Goli, Taltola, Taltola, Dhaka

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 <https://github.com/mimakter31>



Career Objective:

To build a successful career in a reputed organization where I can utilize my skills and knowledge for the organization's growth as well as enhance my personal capabilities. I aim to contribute positively through dedication, hard work, and continuous.

Career Summary:

A motivated and hardworking individual with practical experience in basic computer operations, graphic design, and data entry. Skilled in Microsoft Office applications, typing, and online communication. Seeking an entry-level position where I can utilize my technical and creative skills to contribute to the organization's success while gaining valuable experience for professional growth.

Special Qualification:

Strong knowledge in Microsoft Word, Excel, and PowerPoint Skilled in Graphic Design (Adobe Photoshop, Illustrator, Canva) Fast and accurate typing (both English & Bangla) Good communication skills and teamwork ability Quick learner and able.

Employment History:

Total Year of Experience: 1.4 years

1. Teacher and Operator (1.3 yrs) (06 Jun 2023 - 06 Oct 2024)

Next IT Center

Area of Expertise:

COMPUTER OFFICE MANAGEMENT (5 months)

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year
BSc	Computer Science and Engineering	Green University of Bangladesh, Dhaka	Enrolled	2026
HSC	Science	Government Saroda Sundori Mohila College, Faridpur	5.00	2020
SSC	Science	Char Ajodhya High School, Faridpur	5.00	2018

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Full Stack Web Development with JavaScript (MERN)	MERN	ostad	Bangladesh	Dhaka	2025	8 Month

Skills:

Fields of Skill
<ul style="list-style-type: none">● Data Entry Operator (Both English & Bengali)● Proficient in MS Office Applications● Web Designer

Personal Details:

Father's Name : Md. Ishraq Molla
Mother's Name : Nazma Begum
Date of Birth : 01 May, 2001
Gender : Female
Marital Status : Single
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Teli Dangi, Telibari Ghat Bazar, Charbhadrasan , Faridpur
Current Location : Kobor Sthan Goli, Taltola, Dhaka
Blood Group : B+

X Mim Akter

Signature