|  |
| --- |
| **Photo** |

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**Mailing Address:**

**C/O:** Abdur Rashid Khandaker

Block-D, House- , South Banasree

P.O. & P.S.: Khilgaon,

Dist: Dhaka-1219.

Cell No:

**E-Mail:**

My Name:

Halima Akter

**Career Objective**

I have a vision to see myself in a highly efficient administrative position of a dynamic organization where I can utility my learning, interpersonal skill, analytical ability and adaptability for further development.

**Academic Qualifications**

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| --- | --- | --- | --- |
| Masters of Business Administration: | | | |
| University | **:** |  | Dhaka University |
| Institution | **:** |  |  |
| Subject | **:** |  | Accounting |
| Result | **:** |  | Appeared |
| Session | **:** |  | 2014-2015 |
| Bachelor of Business Administration (Hon’s) | | | |
| University | **:** |  | National University |
| Institution | **:** |  | Eden Mohila College |
| Subject | **:** |  | Accounting |
| Year | **:** |  |  |
| Session | **:** |  | 2009-2010 |
| Result | **:** |  | CGPA-2.80 (Out of 4.00) |

|  |  |  |  |
| --- | --- | --- | --- |
| Higher Secondary Certificate (H.S.C) | | | |
| Institution | **:** |  | National Ideal College |
| Board | **:** |  | Dhaka Board |
| Group | **:** |  | Business Studies |
| Year | **:** |  |  |
| Result | **:** |  | GPA- 4.40(Out of 5.00) |

|  |  |  |  |
| --- | --- | --- | --- |
| Secondary School Certificate (S.S.C) | | | |
| Institution | **:** |  | Model High School |
| Board | **:** |  | Dhaka Board |
| Group | **:** |  | Science |
| Year | **:** |  | 2006 |
| Result | **:** |  | GPA- 4.31 (Out of 5.00) |

**Computer Skill**

* Computer Office Program: MS. Word, MS. Power Point.
* Internet, Browsing.

**Personal Details**

* Certificate Name : Halima Akter
* Father’s Name :
* Mother’s Name :
* Permanent Address: Vill:, P.O:

P.S: Homna, Dist: Cumilla.

* Date of Birth :
* Nationality : Bangladeshi (By birth)
* Religion : Islam
* Sex : Female
* Blood Group : O+
* Marital Status : Unmarried

**Language Proficiency**

* Bengali
* English

**Skills & Abilities**

* Critical Thinking, Decision making, Problem solving skills.
* Planning & organizing abilities.
* Creative, insite full & innovative, Emotional intelligence.
* Honest, Sincere and punctual in work.
* Time Management in work.

**INTERESTS**

* Reading, Writing, Magazine and Book.

**Reference**

|  |  |
| --- | --- |
| **Md. Abul Kalam Azad**  Assistant Professor  Department of Accounting  Govt. Saadat College Tangail  Mobile No: | **Md. Ibne Hafiz**  Executive Member  Community Environment  Development Association(NGO)  Tax Adviser (NBR)  Mobile No: |

**Declaration**

I, the undersigned do here by state that to the base of my knowledge and belief, the above mentioned data correctly described my qualification and me.

**(Halima Akter)**

Date: