

CURRICULUM VITAE OF MOST. ROKEYA AKTHER

Contact Details: Village- Dakkhin Kolkonda Masterpara,
P. O- Kolkonda, P.S-Gangachara,
District: Rangpur.
Cell: **+88 01755430209**
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PROFESSIONAL SUMMARY

A dedicated and enthusiastic graduate with a bachelor of arts student in Bangla at National University, Bangladesh. Skilled in literary analysis, communication and document handing, proficient in Ms Office Application including Word, Excel and Power Point. Eager to work in a dynamic environment with dedication and professionalism

EDUCATIONAL QUALIFICATION

Bachelor of Arts (Hons:) in Bangla

Institution : National University, Bangladesh
Session : 2019-20
Status : Final Year (Expected to complete in August 2025)

Higher Cecondery Certificate (H.S.C)

Institution : Gangachara Govt: College
Group : Science
Passing Year : 2018
Board : Dinajpur

Secondery School Certificate (S.S.C)

Institution : Gangachara Govt: Model High School
Group : Science
Passing Year : 2016
Board : Dinajpur

AWARD

Award Name : Math Olympiad 2013 Organised by Gangachara Uppzilla
Administration, Rangpur and The Hunger Project- Bangladesh
Position : Champion.
Category : Junior
As a Student : Gangachara Govt: Model High School.

TRAINING

EDGE : Enhancing Digital Government and Economy (EDGE) project Under
B.C.C

WORK EXPERIENCE

Institution Name : Prime Residential School
Post Name : Assistant Teacher
Duration : June 2018 to December 2018

SKILL

- Microsoft Office (Word, Excel, Power Point,)
- Google Workspace (Docs, Sheets, Slides)
- Time Management
- Project Management
- Research Skills
- Presentation Skills
- Public Speaking

LANGUAGE IN PROFICIENCY

- Fluent in both Bengali and English.
- Well Communication Capability.
- Familiar with analytical and formal English Writing.

CONTACT DETAILS

Name : Most Rokeya Akhter
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Upozilla: Gangachara, District: Ranpur.
Cell No: **01755-430209**
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I certify that the statements made in the foregoing items are true, complete and correct to the best of my knowledge and belief. I understand that any false statement or any required information withheld from this form may provide grounds for the withdrawal of any offer of appointment or dismissal if an appointment has been accepted.

Sincerely Yours,

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Most Rokeya Akhter

Date: