

## *CV of Shabnaz Akter*

**Mailing Address:**  
**Baipail Masjid, Ashulia Thana,**  
**Savar, Dhaka-1344**  
**Cell no.: 01843668675**  
**E-mail: shabnaz608@gmail.com**



### **Career Objectives**

To work in this department to build up my career with human responsible so that my situational, transformational, leadership skill, problem solving skill and volunteer experience can be utilizing a positive change in the organization.

### **Educational Background**

Exam Title	Faculty	Institution	Passing year	CGPA/GPA
B. PHARM	Pharmacy	Gono Bishwabidyalay	Present	In Present - 3.50
H.S.C	Science	BEPZA Public School	2016	5.00
S.S.C	Science	BEPZA Public College	2014	5.00

### **Extracurricular & Volunteer Experiences**

- Class Representative (Still Now)
- Graphic Designer.
- General Secretary at Agnishetu Sanskritik Porisha, Gono Bishwabidyalay
- Volunteer at Volunteer for Bangladesh.
- Volunteer at UNICEF Bangladesh.
- Volunteer at O A K KHA School.

### **Strengths**

- Self Confidence & Hard Working.
- Honest and punctual.
- Friendly & Flexible to work.
- Sincere at work and to feel responsibility.
- Good communication skills & problem sloving skills.
- Self Confident and desired to learn.

### **Computeure Proficiency**

- **Software Knowledge:** Adobe photoshop, Adobe Illustrator
- **Operating System:** Windows All Version
- **Office Management:** Microsoft Word, Excel, Powerpoint
- **Working knowledge in Windows Operating System**
- **Internet browsing and data searching**
- **Any types of software installation**

### **Language Proficiency**

Very good command on speaking and writing in both Bengali and English. Bengali is mother tongue.

### **Others Proficiency**

- Able to communicate with people and can convince them quite easily.
- Have the ability to lead a team as well as to motivate the members.

### **Personal Information**

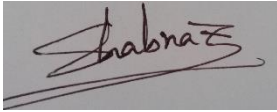
**Name** : Shabnaz Akter  
**Father's Name** : Md. Rahiz Uddin  
**Mother's Name** : Most. Julekha Begum  
**Permanent Address** : Village: Baipail  
Post office: Alia Madrasah  
Police Station: Ashulia  
District: Dhaka  
**Date of Birth** : February 08, 1999  
**Marital Status** : Single  
**Sex** : Female  
**Religion** : Muslim  
**Nationality** : Bangladeshi (by birth)

### **References**

**Name** Mir Murtaza Ali Babu  
**Designation** Controller of Examinations  
**Cell No-** 01711-678327  
[gonobishwabidyalaydr@gmail.com](mailto:gonobishwabidyalaydr@gmail.com)

### **Declaration**

I Under take that all the above mention details provided by me are ture up to my knowledge. I am quite confident that I would be able to perform all the duties and responsibilities assigned on me in connection with my job.

A handwritten signature in dark ink, appearing to read 'Shabnaz', with a long horizontal flourish underneath.

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**Shabnaz Akter**