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## Contact Information

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 : South Banasree, Khilgaon , Dhaka-1219  
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## Career Objective

To achieve a dynamic and challenging job to utilize my professional background for the interest of yours and my career and to get a respectable position in the related field.

## Educational Qualification

### Masters of Business Administration (M.B.A)

Institution : Eden Mohila College  
 Department : Accounting  
 Session : 2018-2019  
 Passing Year : 2019  
 Result : CGPA- 3.09 (Out of 4)

### Bachelor of Business Administration (B.B.A)

Institution : Eden Mohila College  
 Department : Accounting  
 Session : 2014-2015  
 Passing Year : 2018  
 Result : CGPA- 3.20 (Out of 4)

### Higher Secondary Certificate (H.S.C)

Institution : Firoza Bashar Ideal College  
 Group : Business Studies  
 Board : Dhaka  
 Pass Year : 2013  
 Result : GPA- 5.00 (Out of 5)

### Secondary School Certificate (S.S.C)

Institution : Kalagachhia M.A. High School  
 Group : Business Studies  
 Board : Cumilla  
 Pass Year : 2011  
 Result : GPA- 4.50 (Out of 5)

## Self Assessment

Self Motivated, Independent, Ready to take any challenge for professional performance, high analytical ability, leadership skills, Management skill.

## Language Skill

Language	Speaking	Reading	Writing	Instituted Name
Bengali	High	High	High	Mother Language
English	Medium	High	Medium	

<b>Experience</b>	<ul style="list-style-type: none"> <li>➤ Novelty School &amp; College, South Banasree, Dhaka Designation : Assistant Teacher Duration : 01<sup>st</sup> January 2025 to till now.</li> <li>➤ Monpura School &amp; College, Satarkul, Uttar Badda, Dhaka. Designation: Assistant Teacher Duration: Since 14<sup>th</sup> July 2022 to 15<sup>th</sup> December 2024</li> </ul>
<b>Personal Characters</b>	<ul style="list-style-type: none"> <li>☞ Strong analytical ability.</li> <li>☞ Ability to express thoughts with clarity &amp; simplicity.</li> <li>☞ Ability to work in challenge &amp; commitment.</li> <li>☞ self-confidence integrity.</li> <li>☞ Ability to establish &amp; maintain good working relationship to facilitates</li> </ul>
<b>Computer Skills</b>	<ul style="list-style-type: none"> <li>☞ Operating system: Windows XP, 7.</li> <li>☞ Application: Ms Word, Ms Excel, Ms PowerPoint.</li> <li>☞ Internet: Good knowledge in Browsing, Searching, E-mail Communication and Internet Based word.</li> <li>☞ Typing Skill: Good typing skill in English &amp; Bengali.</li> </ul>
<b>Personal Information</b>	<p> Name : <b>Roksana Akter</b>  Father's Name : Md. Harun Or Rashid  Mother's Name : Sayesta Begum  Date of Birth : 05<sup>th</sup> June, 1994  Marital Status : Married  Religion : Islam  Nationality : Bangladeshi  Sex : Female  Blood Group : B+ (Positive)  Height : 5'2"  National Id : 5101549037 </p> <p><b>Permanent Address :</b></p> <p> Village : Ghaniar Char  Post Office : Ghaniar Char  Police Station : Homna  District : Cumilla </p>
<b>Declaration</b>	I am the undersigned hereby declare that I will be responsible for any information provided here
<b>Reference</b>	Md. Monir Hossain Lecturer Ramkrishnapur College,Cumilla. Phone: 01716928923

Signature : .....  
Roksana Akter

Date : 