

**RESUME
OF
ASMA AKTER**

Mailing Address:

House-11, East Nandipara, Bank-Colony,
Basabo, Sabujbagh, Dhaka-1214
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Career Objective	To build up career in a well recognized, dynamic organization that provides amicable working environment and recognizes endeavor with a challenging position to enrich my organizational capability with my competence, skill and education.
Educational Qualification	Title : Bachelor of Education (B.Ed) University : National University Institute : Govt. Teachers Training College, Dhaka Duration : 1 Year CGPA : 3.50 Out of 4.00 Passing Year : 2020
	Title : Master's of Business Administration (MBA) University : Dhaka University Institute : Eden Mohila College Duration : 1 Year CGPA : 3.03 Out of 4.00 Department : Management Passing Year : 2017
	Title : Bachelor of Business Administration (BBA) University : Dhaka University Institute : Eden Mohila College Duration : 4 Years CGPA : 2.96 Out of 4.00 Department : Management Passing Year : 2016
	Title : Higher Secondary Certificate (HSC) Institution : National Ideal College Board : Dhaka Board GPA : 5.00 Out of 5.00 Group : Business Studies Passing Year : 2012
	Title : Secondary School Certificate (SSC) Institution : Tajuddin Adarsha High School Board : Dhaka Board GPA : 4.25 Out of 5.00 Group : Business Studies Passing Year : 2010

Field of Interest	<ul style="list-style-type: none"> ➤ Administrative Support ➤ Customer Service ➤ Human Resources Management ➤ Marketing Management ➤ Product & Risk Management
Language Proficiency	Good command over reading, writing, listening and speaking both English and Bengali.
Extra Curricular	Member of Bangladesh Girl Guides Association
Computer Literacy	Application package: MS-Word, MS-Excel, MS-Power Point & E-mail, Internet Browsing.
Personal Attributes	<ul style="list-style-type: none"> • Good interpersonal communication skills. • Eager and quick in learning new things. • Adapting to new environment of any sort. • Sharp sense of social responsibility. • Meticulous, sincere, honest and smart etc. • Ability to maintain schedules and commitments
Personal Information	<p>Father's Name : Md. Amjad Hossain</p> <p>Mother's Name : Josna Begum</p> <p>Permanent Address : House-11, East Nandipara, Bank-Colony, P.O : Basabo, P.S : Sabujbagh, Dhaka-1214</p> <p>Date of Birth : 28th May 1994</p> <p>Place of Birth : Dhaka</p> <p>Nationality : Bangladeshi (By Birth)</p> <p>NID No : 9118231324</p> <p>Religion : Islam</p> <p>Marital Status : Single</p> <p>Height : 5 Feet 3 Inches</p> <p>Weight : 54</p> <p>Gender : Female</p> <p>Blood Group : AB+</p>
<p><u>Declaration of Authenticity</u></p> <p>I do hereby declare that all information here is true to my knowledge. If required and where applicable, this document can be supported by appropriate authentic Certificates / Papers.</p>	

Signature

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(Asma Akter)