

Resume

Sharmin Akter

House# 253, Road # 17, Block-K

South Banasree, Dhaka – 1219

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Career Objective

Intend to work in a challenging and competitive environment where strong sense of responsibility and commitment requires; where can implement my skill and talent to prove myself with latest technology; where dignity of works provides jobs satisfaction and the place of work provides potential avenues for learning & growing and to achieve sound experience on latest and advanced technologies. I would link to build career having a challenging position with a company and offers good advancement potential.

Job Experience

Name of Institution : **Quality Education School, Banasree Campus.**

House#278, Road# 16, Block# K, South Banasree, Dhaka – 1219

Position : **Senior Assistant Teacher**

Information & Communication Technology

Duration : **May'16 to continue**

Job Responsibilities :

1. Maintaining classroom through interacts with student with proper course & conduct by following school authority and government laws of education.
2. Look after student to teach and manage school discipline.
3. Co-ordinating course scheduling with student and teacher.
4. Interact with class preparation and handling school exam.
5. Counselling student and guardians for continuing relationship with school and education.

Name of Institution : **Meera Educare International School & College.**

House#16, Road# 03, Block# C, Banasree, Dhaka - 1219

Position : **Assistant Teacher**

Duration : **Jan'16 to May' 16**

Job Responsibilities :

1. Maintaining classroom through interacts with student with proper course & conduct by following school authority and government laws of education.
2. Interact with class preparation and handling school exam.
3. Counselling student and guardians for continuing relationship with school and education.

Academic Qualification

Certification	Name Of Institution	Specialization	Year	CGPA
B.Sc (Hons.)	Manarat International University, Dhaka	Electronics & Communication Engineering	2012	3.11 / 4.00
H.S.C	Gazipur Cantonment College, Gazipur	Science	2006	3.30 / 5.00
S.S.C	Gazipur Cantt' Board High School, Gazipur	Science	2003	4.31 / 5.00

Training & Workshop

- Attend three days industrial attachment workshop program from **Grameenphone Ltd.** at Kaderia Tower, Mohakhali on **Global System for Mobile Communication (GSM)** in 2011.
- National Curriculum Training 2023-2024.
- Ministry of Education (Banbeis) Basic ICT Training- 2024.
- Save the children Basic ICT Training -2022.
- BTRC Amateur Radio Service Certified- 2018

Technical Knowledge

Operating System	: Able to work on Windows XP, Windows 11 platform .
Databases Software	: Microsoft Access
Internet Application	: Internet Explorer, Mozilla Firefox and Opera.
Application Software	: MS Word, MS Excel, MS PowerPoint and MS Front Page ,Data entry ,Web Research, Excel Data entry, Virtual Assistant , Camtasia.
IP Networking	: Fundamental knowledge on IP networking.
E-mail Software	: Microsoft Outlook, Mozilla Thunderbird.

Language Proficiency

Proficient in communicating, writing, reading in English and Bengali both and as well as in Hindi (spoken only)

Personal Information

Family Name	: Nishat
Full Name	: Sharmin Akter
Father's Name	: Late Nazrul Islam
Mother's Name	: Rehena Akter
Present Address	: House# 253, Road# 17, Block# K, South Banasree, Dhaka - 1219
Permanent Address	: Village – Masumdia, P.O: Masumdia Bazar, P.S: Bera, District: Pabna
Gender	: Female
Nationality	: Bangladeshi
National ID	: 7759137206
Date of Birth	: 10 th December 1988
Religion	: Islam
Blood Group	: AB ^{+(ve)}
Contact Number	: +88 01790-836982
E-mail	: sharmin.akter.nishat@gmail.com

Personal Proficiency

Being a quick learner having a positive attitude towards getting things done on time and ability to manage multiple tasks. Can adopt new Ideas, Concepts or technology quickly.

Determination, self-belief and co-operation are the keys of my working philosophy.

Responsible, Self-motivated, Goal Oriented, Active, Good Team Player and Transparent.

Declaration

I hereby declare that the information provided in this resume is correct, true and complete to the best of my knowledge and belief. If any information is found false, incorrect and incomplete or if any ineligibility is detected before or after appointed in job position, any action can be taken against me by the Authority including cancellation of my job.

Signature

Sharmin Akter