

# RESUME

OF

## SHAHINUR AKTER

Cell: +8801721872306



### Computer Skills:

MS Office: MS Word, MS Excel, MS Power point, E-mail operation and Internet Browsing.

### Special Skills:

- Have the ability to work independently.
- Can work with people of all level.
- Have ability to do team work.
- Ability to prepare any types of Report work & Good at communication.

### Education

#### Bachelor of Business Administration (BBA)

Name of Institute	: Siddhswari Degree College
Board	: National University
Subject	: Management
Result	: Pass
Passing Year	: 2011

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

Name of Institute	: Rajarbag Police Line School & College
Board	: Dhaka
Group	: Business Studies
Result	: GPA - 2.10 (Out of 5.00)
Passing Year	: 2007

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

Name of Institute	: Rajarbag Police Line School & College
Board	: Dhaka
Group	: Business Studies
Result	: GPA - 2.81 (Out of 5.00)
Passing Year	: 2005

### Languages:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High

### Declaration:

I, the undersigned, declare that the information specified in this curriculum vitae is true to the best of my belief and knowledge and correctly describes my qualifications and myself.

### Signature

  
Shahinur Akter