

Resume
of

ROKSANA AKTER

Contact Information

 : K-51, Road-13, Block:K,
 : 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	

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

Signature :
Roksana Akter

Date :

