

# **RESUME OF**

## **Salma Akter**

### **Mailing Address:**

221/3, Road-27, Bhuiyan Para, Meradia, Banasree, Dhaka-1219

Cell: +8801315031010

### **Career Objective:**

Building up career in a challenging and rewarding position at a winning organization where creativity, sincerity, skill and performance are the criteria for one's appraisal and recognition.

### **Educational Qualification:**

#### **Bachelor of Social Science (B.S.S)**

University	:	National University
Name of Institution	:	Khilgaon Model University
Department	:	Social Work
Session	:	2015-16
Passing Year	:	2019
Result	:	CGPA- 3.22

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

Name of the Board	:	Dhaka
Name of Institution	:	Khilgaon Model College
Group	:	Business Studies
Year of Passing	:	2014
Result	:	GPA-3.40 (out of 5)

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

Name of the Board	:	Dhaka
Name of Institution	:	Shahjahanpur Railway Govt. High School
Group	:	Business Studies
Year of Passing	:	2012
Result	:	GPA-3.81 (out of 5)

### **Computer Skills:**

Course Name	:	Computer Office Application Course
Packages	:	Office Program (MS Word, MS Excel, MS Access, MS Power Point), internet Browsing etc.

### **Interest:**

- ⇒ Developing Personal Skills in creative sectors.
- ⇒ Traveling and Tourism.
- ⇒ Watching Movies, Playing Games & listening to the music.

### **Language Efficiency:**

- ⇒ Efficient in Writing, Reading and Speaking in English & Bangla Language.

### **Experience:**

Institute Name	Designation	Duration
Farazy Hospital Ltd.	Reception Executive	15 <sup>th</sup> January 2017 to till now

## Personal Information:

Father's Name : Md. Rafiqul Islam  
Mother's Name : Kulsum Akter  
Present Address : 28, Block- D, Road-5/1, South, Banasree, Dhaka-1219  
Permanent Address : Vill: Narui, P.O: Baunata  
P.S: Nabinagar, Dist: Brahamanbaria.  
Date of Birth : 26<sup>th</sup> November, 1997  
Nationality : Bangladeshi  
Religion : Islam  
National ID No : 735 272 6710  
Marital Status : Married  
Blood Group : AB<sup>+ve</sup>  
Gender : Female

# Declaration:

I Undersigned, certify that to best of my knowledge and belief, these data correctly describe me, my qualification and my experience.

# Salma Akter

Date: