**Resume of**

**Afroja Akter Kakoly**

**Mailing Address:**

Mailing Address : House- 179, Salehnagar Road,

Bandar, Narayanganj

Cell: 01738-553773

**Career Objective:**

Interested to work in a challenging environment where opportunity combines self improvement and self establishment in an integrative manner that motivates to enrich knowledge, skills, efficiency and effectiveness of one’s potentials.

**Educational Qualification:**

**Master of Business Administration MBA**

Institute : Govt. Tolaram College

Subject : Accounting

G.P.A : 3.25 (Out of 4.00)

Passing Year : 2018

University : National University

**Bachelor of Business Administration BBA (Hon’s)**

Institute : Kadam Rasul College

Subject : Accounting

G.P.A : 3.15 (Out of of 4.00)

Passing Year : 2017

University : National University

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

Institute : Narayanganj College

Group : Business Studies

G.P.A : 4.20 (Out of 5.00)

Passing Year : 2012

Board : Dhaka

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

Institute : Bandar Girls’ High School

Group : Business Studies

G.P.A : 4.13 (Out of 5.00)

Passing Year : 2010

Board : Dhaka

**Computer Skill**

Operating System : Windows XP,7 & 8

Software Application : Ms Office (Word, Excel, Powerpoint) Adobe Photoshop.

Hardware : Basic Knowledge and maintenance

Internet : Browsing and mailing

**LANGUAGES SKILLS**

* Excellent Performance Over Bengali Writing, reading and speaking
* Ability to reading writing speaking listening English
* Have a good experience of communicate with people at different level on different circumstances

**Competence**

* Good in working as a team member.
* Hard working, self-motivated and confident person.
* Professional, futuristic and optimistic person.
* Strong in building interpersonal relationship.
* Creative, resourceful and interactive person.

**Personal Profile**

Name : **Afroja Akter Kakoly**

Father’s Name : Ali Hossain

Mother’s Name : Kalpana Begum

Date of Birth : 29/07/1995

Permanent Address : House-179, Salehnagar Road,

Bandar, Narayanganj

Present Address : Same as Permanent Address

Nationality : Bangladeshi (by birth)

Religion : Islam.

Sex : Female.

Marital Status : Divorce.

National ID No : 4648867853

**REFERENCES**

**Mohammad Solayman**

FAVP & Manager (Operator)

Union Bank Ltd.

Narayanganj Branch

Cell- 01712172015

E-mail: [solayman\_203@unionbank.com.bd](mailto:solayman_203@unionbank.com.bd)

**Declaration**

I do hereby declare that the above information are true and correct to the best of my knowledge

Signature

Date : …………………..