



KHODEJA AKTAR

Address : 338/A East Nakhalpara , Tejgaon Dhaka-1215

Mobile: 01780726713

Email: khodejaakar713@gmail.com

Career Objective:

Motivated and detail-oriented individual seeking a challenging role in a dynamic organization to apply academic knowledge and develop professional skills. Eager to contribute through hard work, creativity, and teamwork while continuously learning and growing. Committed to delivering value and achieving organizational goals with dedication, integrity, and a strong desire for long-term career development.

Education:

Name of Degree : Bachelor of Science (B.S.C)
University Name : National University
Department Name : Computer Science & Engineering (C.S.E)
Session : 2020-21
Result : currently studying

Skills:

Front end development: HTML, CSS, JS, Bootstrap, Wordpress , Tailwind, React(still learning)

Artificial intelligence (AI): Chatgpt, Deepseek, Gemini, Canva Ai, Hyegen, Runway ML

Graphics & Video Edit : Canva, Canva Ai, Capcut, Clipchamp, Leonardo Ai

Social Media Mangament : Facebook, Instagram, Business Suite, Pinterest, Youtube, Telegram

Microsoft Office : Microsoft Word, Excel, Powerpoint

Google : Google form , Google Spreadsheets, Google Docs

***Data Entry, Content Writing, Communication & Team Management**

Certificate:

- Web Design & Development (Level-3) under NSDA (National Skills Development Authority) – *Completed in May 2025*
- *Computer operation (Level-3) under NSDA (National Skills Development Authority)) – Completed in August 2025*

Projects :

Class-Attendance-Website /HTML, CSS, JavaScript

- Built a responsive portfolio site to showcase skills and projects.
- Implemented smooth navigation and optimized performance for mobile devices.
- <https://github.com/dev-khodeja/Class-Attendance-Website> |

Experience:

1. Social Media Manager & Page Moderator (Remote)
Green Life Society
June 2023- December 2024.
2. Content Writer (Remote)
Community Development and learning Academy
September 2023-December 2023
3. Data Entry Operator
Vital Link International
January 2022-June 2022
4. Computer Operator
Hoorray Ltd
June 2021-December 2021

Publications:

- Published an article titled "দারিদ্র দূরীকরণে শিক্ষার্থীদের ভাবনা" in *The Daily Campus* (2023), discussing poverty issues in Bangladesh from the perspective of students.

Achievement:

- ❖ Earned a certificate in the **UNESCO Memory of the World Reading Campaign** – “*Sultana’s Dream*”, organized by **The Liberation War Museum**, January 2025
- ❖ Participated in “আলী শাহের মুক্তিযুদ্ধের গ্রন্থপাঠ উদ্যোগ” – organized by **The Liberation War Museum**, May 2025.
- ❖ Earned a certificate for participating in **International Volunteer Day 2023**, hosted by **VSO & IDMVS**, December 2023.

Language Skills:

- English ' Good professional proficiency in reading, writing, listening and speaking
- Bangla ' Native

Personal Info:

Name : KHODEJA AKTAR

Father's Name : Md. Bacchu Mia

Mother's Name : Asma Begum

Present Address : 338/A East Nakhalpara Tejgaon Dhaka-1215

Permanent Address : Halkata, Sultanpur Brahmanbaria Sadar, Brahmanbaria

Date Of Birth : 20/02/2000

Religion : Islam

Martial Status : Single

Nationality : Bangladeshi (By Birth)

Blood Group : O+

Height : 5'4''

Reference:

Kobita Islam
Deputy Manager
Pally Bikash Kendra
Phone: 01678701434

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief. I take full responsibility for the accuracy of the details mentioned in this resume.



(Khodeja Aktar)