**Résumé of** 

**Arifa Akter**

House No-133/2 Rayer Bazer, Sher-E-Bangla road, Dhamnondi-15, Dhaka 1209, Mobile: 01990225884, 01935543146

Email [: arifaorthi@gmail.com](mailto:arifaorthi@gmail.com)

**Career Objective:**

To obtain a challenging position, particularly in the business arena, with comprehensive responsibilities in business making where my overall professional skills can be fully deployed to boldly face any mission-critical projects by playing a role model leadership in shaping the destiny of the organization.

**Educational Qualification:**

**BBA (Bachelor of Business Administration)**

* University : Bangladesh University
* CGPA : 3.38 out of 4
* Major sub : Finance
* Passing Year : 2018

**HSC**

* Board : Dhaka
* Institution : Bangladesh Rifles school & college
* CGPA : 4.70 out of 5
* Group : Business studies
* Passing Year : 2012

**SSC**

* Board : Dhaka
* Institution : Rayer Bazer high school
* CGPA : 4.13 out of 5
* Group : Science
* Passing Year : 2010

**SOFT SKILL**

* Having positive attitude toward learning.
* Demand driven & effective team player.
* Able to work under stress & meat deadline.
* Good listener, quick learner & self Motivated.
* Able to work independently as well as in a team.

**Office:**

* MS Word, MS Excel, MS Power Point)
* Internet tools, Internet Explorer, Front Page, and HTML

**LANGUAGE PROFICIENCY**

Bangla, English, Hindi

**JOB EXPERENCE**

* Working as a Senior Officer Account & Finance in Pharma & Firm From last 1 year.
* Worked as a Senior Officer Account & Finance in SsAcademy, 1 year.

**PERSONAL INFORMATION**

Father's Name : Ataur Rahman

Mother's Name : Rocksana Pervin

Permanent Address : 133/2no Rayer Bazer ,Sher-E-Bangla road, Dhanmondi-15, Dhaka -1209, Bangladesh

Date of Birth : 1995/10/01

Nationality : Bangladesh

Religion : Islam (Sunni).

Marital status : Married.

**DECLARATION**

Here By declares that the above mentioned information is true to the best of my knowledge & belief.



Signature: