



**Farjana Akther**

1/24 d south mugda para

Email: farahrahi13@gmail.com

### Computer Skills

Microsoft word, Microsoft Excel.

### Language

Bangla and English

### Extra Curriculum Activities

Hand Ball Player (ex-member of Ideal sporting club), Participated in ice breaking program and won the 1<sup>st</sup> prize.

### Experience

Gliztech (worked as content writer)

2022 (March- December)

### Workshop

Participated in PMP (Project Management Professional) Workshop

Participated in YSSE( Youth School for Social Entrepreneur) Workshop

### Training

Advance excel from coders trust

Computer training from National Youth Development Training Institute

### Personal Information

Date of birth: 14<sup>th</sup> January, 1998

### About Me

I am seeking an opportunity to maximize my potential as a youth by working with teams that can help me to reach my goal and achieve success. As an energetic, dynamic, self-motivated and passionate individual, I want to achieve a professional breakthrough.

### Qualification Highlights

- Highly efficient to work under pressure
- Ability to manage multiple tasks at hand and deliver tasks within deadline
- Enthusiastic about learning new things

### Education

Year	Examination	Institution	Grade
2022	MBA	JAHANGIRNAGAR UNIVERSITY (5 <sup>th</sup> Semester)	3.50
2021	BBA (Accounting)	DHAKA CITY COLLEGE	3.49
2015	HSC	MOTIJHEEL IDEAL SCHOOL AND COLLEGE	4.67
2013	SSC	MOTIJHEEL IDEAL SCHOOL AND COLLEGE	5.00

### Reference

Jannatul Ferdous Lata  
Assistant Professor  
Dhaka City College  
Email: [lata.ais@gmail.com](mailto:lata.ais@gmail.com)  
Cell no: 01521256362

Mohammad Nazmul Islam  
Associate Professor  
IBA-JU  
Email: [bulbul\\_ju@juniv.edu](mailto:bulbul_ju@juniv.edu)  
Cell no: 01716431626