



### Farjana Akther

1/24 d south mugda para

Contact Info: 01630547998

Email: farzanarahi49@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

E-commerce sales jr. Executive  
( Feb2022 - Jan 2023)

Asian Ideal School And College

Accountant ( April 2023- present)

### 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
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

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