

RIMA AKTER

CONTACT INFORMATION:

Present Address: 161/A, Flat 4/b, Shantinagar, Dhaka-1212.

Permanent Address: Vill: Shorshak, P.O: Shorshak Bazar
P.S: Shahrasti, Dist: Chandpur.

Contact Number: 01627732880.

Email Address: rematopodar@gmail.com



Career objective:

To become a successful personal & to improve the value of the working area serving the best with strong commitment, effective participation, analytical capabilities and efficient performance.

Professional Experience

Executive Officer
Phoenix Insurance Company Limited.
Finance Department

EDUCATION QUALIFICATIONS

No	Certificate	Board	Institution	Passing year	GPA
01.	Secondary School Certificate	Comilla	Cheriara High School	2012	3.25/5.00
02.	Higher Secondary Certificate	Comilla	Chandpur Govt Girls College	2014	3.20/5.00
03.	Bachelor of Business Administration (BBA: Major in Finance)	National University Bangladesh	Hajigonj Ideal College of Education	2019	3.03/ 4.00
04	Masters of Business Administration (MBA)		Bangladesh University of Business & Technology (BUBT)	Studying	

STRENGTHS/TRAITS & SKILLS

1. Strong presentation skills.
2. Able to work within tight schedules.
3. Good writing skills.
4. Good command in both oral and written English.

Language Proficiency:

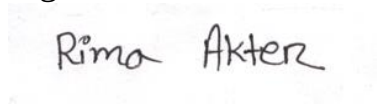
- Bengali: Reading, Writing, Listening, Speaking.
- English: Reading, Writing, Listening, Speaking.

COMPUTER SKILLS

1. Efficient in MS Word, MS Power point and MS Excel.
2. Efficient in Statistical Package for Social Sciences (SPSS)

1. **Father's Name** : Abul Basher
2. **Mother's Name** : Nayan Begum
3. **Date of Birth** : 07/11/1996
4. **Nationality** : Bangladeshi
5. **NID No.** : 868 208 6511
6. **Gender** : Female
7. **Marital Status** : Married
8. **Religion** : Islam

Signature



Rima Akter

Date: