



LIZA AKTER

CAREER OBJECTIVE

I intend to work in challenging position of an organization that has a competitive environment, where a strong sense of responsibility and commitment is required. Creativity, sincerity, skill and performance are the criteria for appraisal and recognition as well as where dignity of work provides job satisfaction, and the place of work provides potential avenues for learning and developing to achieve top level in the hierarchy of career.

ACADEMIC QUALIFICATIONS

Master of Arts (M.A)

Institute : **Tejgaon College**
Department : **Bangla**
Result : **3.03 (Out of 4)**
Year of Passing : **2022**

Bachelor of Arts (B.A-Hon's)

Institute : **Mirpur University & College**
Department : **Bangla**
Result : **3.09 (Out of 4)**
Year of Passing : **2019**

Higher Secondary Certificate (H.S.C)

Institute : **West Chitki Secondary School & College**
Group : **Business Studies**
Result : **4.40 (Out of 5)**
Year of Passing : **2014**

Secondary School Certificate (S.S.C)

Institute : **West Chitki Secondary School & College**
Group : **Business Studies**
Result : **4.31 (Out of 5)**
Year of Passing : **2012**

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lizaakktermituu@gmail.com

32/5, Sohidbag, Mosjid Goli,
Dhaka

LANGUAGE

- **English:** Fluent
- **Bengali:** Native Speaker

TECHNICAL SKILLS

- MS Word
- MS Excel
- MS PowerPoint
- Canva Design
- Social Media Marketing (FB, Insta, LinkedIn, Tiktok, Pinterest)
- Google Ads & FB Ads Campaign

CORE SKILLS

- Time Management
- Quick Learner
- Goal Oriented
- Self-Motivated
- Responsible & Punctual
- Problem Solving Abilities
- Excellent Communication Skills

HOBBIES & INTEREST

- Travelling
- Reading Books
- Photography
- Outdoor Activities
- Learning New & Creative Things

TRAINING & COURSES

Title: Digital Marketing

Institute: Leading Light Freelance School

PERSONAL DETAILS

Name : Liza Akter

Father's Name : A. Barek Khan

Mother's Name : Rowshanara Begum

Date of Birth : 31-12-1997

Religion : Islam

Nationality : Bangladeshi

Marital Status : Married

NID No : 1029265459

Permanent Address : Uttar Talgachia, Kathalia, Jhalokathi,
Barishal

DECLARATION

I hereby certify that the above statements are true and correct for the best of my knowledge and beliefs.

LIZA AKTER