

# RESUME OF

**MITU AKTER**

**Equriya,Karanigonj,Dhaka**

**Mobile No: +880 1783919237**

**E-mail:mitua953@gmail.com**

## CARRER OBJECTIVE

Looking for a dynamic and challenging job to utilize my background and willing to work in a creative and technical environment where there is opportunity to face challenge and hard work for successful career as well as better achievement of organization objectives.

## EDUCATIONAL QUALIFICATION

| Name of Degree | CGPA | Examination Year | Board / University | Name of Institution                   | Major Area of Study |
|----------------|------|------------------|--------------------|---------------------------------------|---------------------|
| S.S.C          | 4.00 | 2013             | Dhaka              | Al Hera Islamia High school           | Humanities          |
| H.S.C          | 4.50 | 2015             | Dhaka              | Southern City College                 | Humanities          |
| Hon's          | 2.60 | 2019             | Dhaka University   | Govt.Shaheed Suhrawardy College Dhaka | English             |

## PERSONAL PROFILE

|                   |                                                                     |
|-------------------|---------------------------------------------------------------------|
| Name              | : Mitu Akter                                                        |
| Faher's Name      | : Md Hanif                                                          |
| Moher's Name      | : Nurjahan Akter                                                    |
| Date of Birth     | : 22 Jan 1998                                                       |
| Blood Group       | : O+                                                                |
| Nationality       | : Bangladeshi                                                       |
| National ID No.   | : 2404709277                                                        |
| Religion          | : Islam                                                             |
| Marital Status    | : Unmmarried                                                        |
| Gender            | : Female                                                            |
| Contact No.       | : +8801783919237                                                    |
| Permanent Address | : Ville-Equriya, P.O-Dhaka jute mile,Upazila-Karanigonj Dist.-Dhaka |

## LANGUAGE PROFICIENCY

| Language | Reading   | Writing   | Speaking  |
|----------|-----------|-----------|-----------|
| Bangla   | Excellent | Excellent | Excellent |
| English  | Excellent | Excellent | Good      |

## TRAINING SKILL

| Training Name      | Institute Name | Result                           |
|--------------------|----------------|----------------------------------|
| Office Application | J- Tec Compute | Ms- Word, Ms- Excel, Power Point |

## COMPUTER LITERACY

Office Application.

Operating Online Network including E-mail & Internet.

Adobe Illustrator, Adobe Photoshop, Adobe In Design, Adobe Muse.

## INTEREST

Interest to know new computer technology. Creative Design, Gardening, Also in Reading Holli Quran, Books, Music, Traveling and Playing.

## REFERENCE

Name : Aman khan  
Organization : D&I Cycles Ltd.  
(A Concern of Jamuna Group)  
Designation : Asst. Manager  
Address : 50, Suhrawardi Avenue, Baridhara  
R/A, Dhaka.  
Mobile : 01783919237  
E-Mail : [amankhan@gmail.com](mailto:amankhan@gmail.com)  
Relation : Brother

## STATEMENT OF INTEGRITY

☼ I declare that all information furnished in these curriculum vitae are correct and complete.

**Signature**