

Curriculum Vitae Of **LOTA AKTER**



Mailing Address:

C.O : Tofazzol Bhuiyan
Vill : Perab
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P.S : Sonargaon
Dist. : Narayangonj
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CAREER OBJECTIVE:

Working in challenging environment where I can exploit my talent for organization goal in “Finance and Banking Area”, where I can utilize all of Capabilities and could desire for expert progression to build up organizational development and to receive superior occupational accomplishment.

PERSONAL STRENGTHS & CAPABILITIES:

- I’m self-confident, hardworking, good-natured, well behaving and soft-spoken, with friendly attitude and co-operative minded.
- I have a good communication and interpersonal skill.
- I believe in doing all works in timely and prudent manner.
- I’m able to work independently and efficiently with problem solving ability, keen to work in an environment that is well organized and challenging. By nature, I’m motivated by challenges and always prefer something new and innovative.

EDUCATIONAL BACKGROUND:

1) Masters of Business Administration (MBA):

Concentration	: Finance and Banking
Session	: 2019-2020
Institute	: SK. Borhanuddin College
University	: National University
Result	: CGPA 3.89 (Out of 4.00)

2) Bachelor of Business Administration (BBA):

Concentration : Finance and Banking
Session : 2015-2016
Institute : SK. Borhanuddin College
University : National University
Result : CGPA 3.56 (Out of 4.00)

3) Higher Secondary Certificate (HSC):

Concentration : Business Studies
Institute : Sinha School and College
Board : Dhaka
Passing Year : 2015
Result : GPA 4.92 (Out of 5.00)

4) Secondary School Certificate (SSC):

Group : Business Studies
Institute : Perab High School
Board : Dhaka
Passing Year : 2013
Result : GPA 4.00 (Out of 5.00)

EXPERIENCE:

Name of Company : IFIC Bank
Designation : Sales Associate
Duration : 03 Nov, 2024
Location : Bhulta Rupganj, Narayanganj.

LANGUAGE PROFICIENCY:

Bengali : Fluent in Reading, Writing and Speaking.
English : Medium Command on Reading, Writing and Speaking.

COMPUTER LITERACY:

Microsoft Word, Excel, E-mail and Internet Browsing.

VOLUNTEER ACTIVITIES:

Workshop on “Active Citizen Youth Leadership Training” Arranged By **British Council**.

PERSONAL INFORMATION:

Name : **Lota Akter**
Father's Name : Tofazzol Bhuiyan
Mother's Name : Rojina Begum
Date of Birth : 7th January, 1997
Nationality : Bangladeshi (By Birth)
Religion : Islam
Marital Status : Married
NID No : 915 342 2705

REFERENCE:

Sohel Rana

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Janata Bank Limited
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Ariful Rahman

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DECLARATION:

I, the undersigned declare that the information specified in this resume is true, the best of my belief and knowledge and correctly describes my experience and myself.

Signature of Applicant's