



# SAMIA AKTER



01998333307



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Mirpur-13,Dhaka-1216

## EDUCATION

Currently studying Bachelor of Business Administration at World University of Bangladesh

## SKILLS

### Technical Skills

Microsoft Excel/Google Sheet, Microsoft Word/Google Doc, Canva, social media handling (Facebook, Instagram, WhatsApp)

### Soft Skills

Negotiation and Persuasion, Time Management and Organization, Creativity and Innovation,

### Other Relevant Skills

Social Media management, Query management, Presentation Skills

## ABOUT ME

I am a dedicated and responsible person. I can handle tasks like replying to messages, managing Excel, and creating posts. I am quick to learn, good with communication, and always try to do work properly. Seeking an opportunity to prove myself and grow.

## WORK EXPERIENCE

worked in ict project and got 1<sup>st</sup> place

## LANGUAGE

- Bangla
- English

## REFERENCE

Dr. Selim Ahmed  
Contact - 01300775462  
Head OF BBA, WUB