



CURRICULUM VITAE

Farjana Akter House No.05, Road. 15/1, Block-C, Avenue 5, Mirpur-11, Dhaka-1216.

Mobile: **01943220826, 01621399856**

Date of Birth : March 27, 1989

Vision

To join a well-reputed organization in a suitable position, with the intention to work with honesty and sincerity, continuously learn and grow, take on greater responsibilities, and face professional challenges to build a successful career.

Profile

Quick learner with the ability to adapt to new processes, equipment, programs, and tasks. Skilled in planning and managing projects from conception to completion.

Academic Background

Bachelor of Arts (BA) Result: 2nd Class Institution: National University Subject: Bachelor of Arts Board: Dhaka Year/Session: 2006–2007

Higher Secondary School Certificate (H.S.C.)

Result: GPA 2.40 Institution: Mirpur Girls' Ideal Laboratory Institute Subject: Humanities Board: Dhaka Year/Session: 2006

Secondary School Certificate (S.S.C.)

Result: GPA 2.88 Institution: Mirpur Bangla High School & College Subject: Humanities Board: Dhaka Year/Session: 2004

Computer Literacy

Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, Internet browsing, email communication, and CRM tools.

Work Experience

A&M Global Sourcing Limited | Admin and Client Relationship Executive November 2024 – Present

- Managed client relations within the garment sector, ensuring high satisfaction and retention.
- Coordinated between departments to streamline client orders and logistics.
- Maintained detailed client interaction records using CRM tools.
- Supported administrative processes and contributed to marketing initiatives.

Nelson Bangladesh Ltd. | Field Interviewer

Project: Telecommunication Research Bangladesh

- Conducted field surveys and interviews to collect telecommunication data.
- Ensured accuracy and completeness of collected information.
- Reported findings and feedback to project supervisors.

ICDDRDB | Volunteer (Consent Taker)

Project: SCVB – Single Cholera Vaccine in Bangladesh

- Assisted in data collection and participant interviews.
- Supported vaccination program logistics.
- Maintained participant records with confidentiality and accuracy.

Bikroy.com | Executive

Project: D2D (Door-to-Door Sales)

- Promoted company services directly to clients.
- Collected and reported customer feedback for product improvement.
- Achieved monthly sales targets and improved customer engagement.

Digital Hub International (Pvt.) Ltd. | Executive Officer

- Managed office administrative activities and team coordination.
- Assisted management with project documentation and reporting.
- Supported marketing and client communication initiatives.

Bikroy.com | Category Management Officer

- Oversaw product category listings and updates.
- Coordinated with vendors to ensure product availability and accuracy.
- Monitored sales trends to optimize product placement and visibility.

Abilities

• Creative, innovative, and ethical approach to work • Strong multitasking and organizational skills • Effective team management and communication abilities • Skilled in preparing official memorandums and notices • Highly motivated and eager to learn and advance

Personal Information

Father's Name: Md. Mohibullah

Mother's Name: Farida Yeasmin

Nationality: Bangladeshi (by birth)

Gender: Female

Height: 5'2"

Religion: Islam (Sunni)

Permanent Address: House No. 05, Road No. 15/1, Block – C, Avenue 5, Mirpur – 11, Dhaka 1216.

Present Address: Same as above

Mobile: 01943-220826 / 01621-399856

Career Objective

To build a successful career and contribute as part of a dynamic, goal-oriented team. I aim to utilize and develop my creativity, skills, and qualifications to face new challenges and make my professional life meaningful and fulfilling.

Date:

(Farjana Akter)

