

RESUME OF

Sumaia Akter

Mailing Address:

88/B, Shibbari R/A, University of Dhaka

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Career Objectives

I want to begin my career within an organization where my education, experience and communication skills will be maximized and I can anticipate making progress in goal oriented performance for the benefit of my employer.

Educational Qualifications

- **Higher Secondary Certificate (H.S.C)**

Institution	: Sheikh Burhan Uddin College
Group	: Humanities
Board	: Dhaka
Result	: GPA- 3.50 (Out of 5.00)
Year	: 2023

- **Secondary School Certificate (SSC)**

Institution	: Nilkhet High School
Group	: Humanities
Board	: Dhaka
Result	: GPA- 3.89 (Out of 5.00)
Year	: 2021

Experience

- Worked as a Page Moderator in Tansim Ortho.

Computer Skills

- **Internet** : Web Browsing, Send Email, etc.
- **Microsoft Office** : Word, Excel, PowerPoint.

Special Skills & Attributes

- Capability or organizing and leading a group.
- Ability to work independently as well as group.
- Ability to accomplish assignment and business related reports within deadline.
- Capability of communicating with people effectively and smoothly.

Language Skills

- Bengali : Good communication skill in listening, reading, speaking and writing.
- English : Medium communication skill in listening, reading, speaking and writing.

Personal Details

Name	: Sumaia Akter
Father's name	: Md. Nasir
Mother's name	: Sufia Akter
Date of birth	: 29/12/2006
Marital status	: Single
Nationality	: Bangladeshi
Religion	: Islam
Height	: 5'3"
Blood Group	: B+ve
Gender	: Female
Permanent address	: Vill: Hazi Aynuddin Kandi, P.O: Kutubpur, P.S: Shibchar, Dist: Madaripur.

Declaration

I do hereby declare that the above information is true and correct to the best of my knowledge.

Date :

Signature