

Curriculum Vitae of

Jannatul Naima Akther
Ekota Tower, Block- M
Eastern Housing, Section- 12
Pallabi, Mirpur.
Dhaka-1216
Cell no – 01631718613
E-mail – jannatulnaima908@gmail.com



PROFILE:

To reach carrier excellence through dedication, sincerity, creativity, hard work and also seek continuous self-improvement with the changing institution, internal and external.

EDUCATION QUALIFICATION:

- Higher secondary certificate
Commerce group
GPA: 3.50 (Out of 5.00)
Govt. Bangla College, Dhaka
Dhaka Board.
Passing year - 2014
- Secondary School Certificate
Commerce group
GPA: 3.75 (Out of 5.00)
MDC Model Institute, Dhaka.
Dhaka Board.
Passing year - 2011

EXPERIENCE:

I am working with Bissho Shahito Kendro as “School Worker” since March 2014. Address is - 14 Kazi Nazrul Islam Avenue, Dhaka – 1000. Phone – 02 9611228-9

- Assist during taking membership for the reading competition.
- Collect money for the membership and transferred it to respective department.
- Ensure distribution of books according to candidates ID card.
- Assist during taking assessment test
- Assist during prize giving ceremony.
- Any other duties if office demands.

I worked with K-Craft as “Executive Sales” duration of one year experience (2011-2012). 87, Dhaka Housing, Adabor , Shamoli, Dhaka. Phone – 02 9110852 , 02 9131366

- To convince customer for product.
- To support for doing inventory.
- Maintaining store.
- Responsibilities for ladies section also can support other side.

- Maintain Seasonal staff of my section.
- Sometimes support in Counter, if needed.
- Dressed for show doll.

I am worked with British Council as “Intern” in Teaching Centre. I worked there for the month of May 2011. Address is – 754/b, Satmosjid road, Dhanmondi, Dhaka. Phone – 02 9116171

- Face to face customer services.
- Support teacher team for ordering file.
- Work in registration period.
- Help customer for taking decisions.
- Help customer in self access centre.
- Disseminate information from information desk.

I also worked for different event

- Ekushey Boi Mela – Sheiboi – apps.Dard group
- Maggi Noodles, Nestle Company
- Acnec parlour Activetion, Rohto Company
- As a volunteer for Rainbow Agency
- As a Facilitator- Chenel I “Lux Super Star”, Barsha Sundori, Kumarika Miss Natural.
- Background shoot for TV programme – rock & roll, bar b q chanachur, Robi, Pran up
- DITF- 2016-17- Aporup Bangladesh

SKILLS:

- Computer literacy - Ms Word (English)

PERSONAL DETIALS:

Nick Name	Shompod
Father’s name	Mohammad Akhter Hossain
Mother’s name	Jahayda Akther
Date of birth	17 September 1996
Permanent address	Vill – East Bhandaria; Post + P.S – Bhandaria; Dist. – Pirojpur.
Marital Status	Married.
Nationality	Bangladeshi by birth.
Religion	Islam.
Blood group	O+ (positive)
Height	5’ 4”

INTEREST:

- Listening music and reading books, magazines.
- Passing time with friends and Family.

REFERENCE:**Md. Moniruzzaman Khan**

Producer (News)

Bangladesh Television

Rampura, Dhaka.

Cell: 01712039061

Sheikh Matiar Rahman

Deputiy Director

BRTA Head Office

Mohakhali, Dhaka

Cell: 01711585323

SIGNATURE:

JANNATUL NAIMA AKTHER