

CURRICULUM VITAE

Of

Mitu Akter

Contact Address:

Aruaborni, Chitalmari, Bagerhat

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Career Objective:

To apply my knowledge and skills in a professional environment, grow through challenging roles, and contribute to the success of the organization.

Skill & Abilities:

Energetic, Good team player, Preference to duties and responsibilities with honesty, Pleasant personality, Capable of doing task attentively & Leadership ability.

Academic Career:

- **Masters of Business Administration (M.B.A)**

Institution : Govt. B.L. College, Daulatpur, Khulna
Board : National University, Gazipur
Department : Management
CGPA : 2.69 out of 4.00
Surpassed : Year-2022

- **Bachelor of Business Studies (Pas Course)**

Institution : Bangabandhu Mohila College, Bagerhat
Board : National University, Gazipur
Department : B.B.S
CGPA : 3.05 out of 4.00
Surpassed : Year-2019

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

Institution : Bangabandhu Mohila College, Bagerhat
Group : Business studies
GPA : 3.17 out of 5.00
Surpassed : Year-2015
Board : Jessore

- **Secondary School Certificate (S.S.C)**

Institution : Chitalmari Hasina Begum Secondary Girl's School, Bagerhat
Group : Business studies
GPA : 3.69 out of 5.00
Surpassed : Year-2013
Board : Jessore

Job Experience:

Sales Executive – LuxuryGemsBD.com | Remote | 1 Year Managed client accounts and provided dedicated sales support. Developed and executed strategies to increase online sales. Utilized digital tools to monitor orders and optimize workflows.

General Teacher – Jannatul Ferdous Mohila Qawmia Madrasah | Taught various subjects and provided academic support to students for 2 years. Developed lesson plans, maintained classroom discipline, and contributed to the overall educational environment. simple.

Computer Competency:

- Office Automation System : MS Word, Excel, Canva & AI tools
- Operating System : MS Windows XP & 7, Windows 10.
- Internet : Browsing and idea searching & Email, Attach File, Upload.

Language Efficiency:

- Bangla- native language
- English- reading, writing and speaking

Personal Details:

- Name : Mitu Akter
- Father's Name : Mithu Mir
- Mother's Name : Beauty Begum
- Date of birth : 02 March 1998
- Nationality : Bangladeshi.
- Religion : Islam
- Sex : Female
- Marital Status : Single
- NID Number : 420 400 1632
- Height : 5' Feat
- Blood Group : B+

Permanent Address:

Vill- Chitolmari, Arwaboni, P.O- Chitolmari
P.S- Chitolmari, Dist- Bagerhat

I do hereby certify that all information stated in this resume is true and complete to the best of my knowledge. I authorize the organization to verify the information provided in this resume.

Signature

(Mitu Akter)

Date: