

CURRICULUM VITAE
OF
Sopna Akter
Cell: +88-01405488660
Email: shathimoni@gmail.com



Career Objective:

Willing to build up career in a challenging position and to prove myself as a quick learner and highly energetic person through extensive hard work, integrity, honesty and incessant creativity to a well renowned institution for having a respective and challenging career where my educational qualification and creativity will be utilize with full potential.

Educational qualification:

Examination Passed	Board / University	Year of Passing	Subject	GPA/ CGPA
Degree (pass)	National University	2015	B.A	2 nd Division
H.S.C	Dhaka	2012	Humanities	3.00
S.S.C	Dhaka	2010	Humanities	4.00

Computer Experience:

- ❖ **Office management:** Microsoft Office (Word, Excel, PowerPoint, Access)
- ❖ **Internet:** Browsing, Email.

Relevant Skills:

- ❖ Capable of working in a team as well as independently.
- ❖ Strong communication and interpersonal skills.
- ❖ Able to work under pressure.

Language Proficiency:

Have an excellent command over English and Bengali languages in speaking, reading and writing

Personal Information:

Name : **Sopna Akter**

Father's name : Abdul Mutaleb
Mother's name : Zulekha Khatun
Nationality : Bangladeshi (by birth)
Gender : Female
Marital Status : Unmarried
Date of birth : 06-08-1994
Religion : Islam
Blood Group : O+
National ID No : 1022794323

Address:

Permanent Address:	Present address:
Name : Sopna Akter C/O : Abdul Mutaleb Vill. : Manikkura P.O : Holdigram P.S : Jhenaigati District : Sherpur	Name : Sopna Akter C/O : Abdul Mutaleb Vill. : Manikkura P.O : Holdigram P.S : Jhenaigati District : Sherpur

Declaration:

I, the undersigned, certify that, to the best of my knowledge and belief this CV correctly describes my qualifications, my experience and me. I understand that any willful misstatement described here in may lead to my disqualification or dismissal, if employed.

Date: 20-05-2026

Sopna Akter

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