

CURRICULUM VITAE

HALIMA AKTER

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Address: Mirpur 11-1/2, Pallabi, Dhaka

CAREER OBJECTIVE

Motivated and hardworking individual seeking to build a career as a Trainee Microfinance Officer. Skilled in communication, documentation, administrative support, and customer handling. Interested in working directly with people, supporting financial services, and contributing to community development through responsible field and office operations.

KEY SKILLS

- Good communication and customer handling skills
- Experience in documentation and administrative support
- Basic accounting and reporting knowledge
- Microsoft Office, Google Sheets, and computer proficiency
- Teamwork, problem-solving, and responsibility management
- Able to work in field-based and office environments

WORK EXPERIENCE

APEX Developer – One Itech Freight Forwarding Company, Banani, Dhaka
March 2025 – Present

Responsibilities:

- Supported office administration and documentation activities
- Coordinated employee attendance and HR-related records
- Maintained organized data and reports efficiently
- Communicated with team members and supported daily operational tasks
- Worked with databases and software systems to improve workflow efficiency

EDUCATION

Degree	Institute	Result
Masters in Social Science (M.S.S), Major: Statistics (2022)	Govt. Women College, Cumilla	CGPA: 3.19/4.00
Bachelor of Social Science (BSS), Major: English (2020)	Govt. Women College, Cumilla	CGPA: 2.98/4.00

PROFESSIONAL TRAINING

Oracle Database Application Development – IsDB-BISEW IT Scholarship Program
Duration: Jun 2024 – Apr 2025

LANGUAGE SKILLS

- Bangla – Native proficiency
- English – Good written and oral communication
- Hindi – Comfortable understanding and speaking

REFERENCE

Md. Parvez Rahman

Faculty, Oracle

AT Computer Solution Ltd.

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