

FAHMIDA AKTER



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CAREER SUMMARY

Finance graduate (CGPA 3.92) from Dhaka City College under National University with internship experience in General Banking at Janata Bank PLC, Nagar Bhaban Branch. Experienced in banking documentation, KYC verification, customer service support, and general banking operations. Skilled in Microsoft Office, AI-assisted tools, and digital marketing fundamentals. Seeking an entry-level position in banking or the corporate sector to contribute analytical ability, professionalism, and teamwork.

EDUCATION

MBA (Professional)

2nd Semester (Running)

Department of Finance & Banking

Jagannath University, Dhaka

BBA(Professional)

Major in Finance & Banking– CGPA 3.92 (2025)

Dhaka City College, National University

HSC – GPA 5.00 (2019)

Business Studies

Dhaka City College

SSC – GPA 4.86 (2017)

Business Studies

Agrani Girl's High School

INTERNSHIP EXPERIENCE

Janata Bank PLC, Nagar Bhaban Branch

Intern – General Banking Operations

- Assisted in account opening documentation and the KYC verification process.
- Observed deposit, withdrawal, remittance, and clearing transactions.
- Supported officers in customer service and query handling.
- Maintained records and documentation for general banking activities.
- Gained practical exposure to cash operations and account management procedures.

TRAINING & CERTIFICATIONS

- Facebook Marketing Course (3-Month Training, Jul 2021 – Oct 2021) – Creative IT Institute.
- Graphic Design with AI (3-Day Seminar, February 2026) – Creative IT Institute.
- Video Editing with AI (3-Day Seminar, February 2026) – Creative IT Institute.
- ERP Seminar (1-Day Workshop, Mar 2024) – Dhaka City College.
- Communicative English Workshop (1-Day Training, Dec 2019) – Dhaka City College.

SKILLS

- Microsoft Office (Word, Excel, PowerPoint).
- General Banking Knowledge & Documentation.
- Customer Service & Communication.
- Basic Graphic Design & Video Editing with AI.
- Social Media Marketing Fundamentals, Teamwork & Adaptability.

EXTRACURRICULAR ACTIVITIES

- Attended a job opportunity seminar conducted by Mr. Mk Zaman, Mr. Ashik Iqbal & Professor MS Sobhan in Dhaka City College (25th June, 2025)
- Demonstrated leadership as a team leader in multiple college group projects, ensuring effective coordination and outcomes.
- Proficient in using AI tools like ChatGPT for content creation, research, and video editing support.
- Skilled in managing Facebook pages and executing targeted product promotions with strong engagement results.
- Experienced in editing videos with AI-assisted tools for academic and promotional purposes.
- Strong communication and teamwork skills, developed through active participation in collaborative academic activities.

LANGUAGES

Bangla (Native), English (Fluent), Hindi (Conversational)

PERSONAL DETAILS

Date of Birth: 14 November 2000

Nationality: Bangladeshi

REFERENCES

Ms. Refatun Nahar
Associate Professor
Department of BBA
Dhaka City College
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