

RESUME OF LAMIA AKTAR

Contract Cell: +8801712912144

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Career objective

Seeking a challenging position in a recognize institutions where creativity, sincerity, skill and performance are at the heart of one's appraisal and recognition.

Academic Preparation

Level	: Secondary School Certificate (S.S.C).
Board	: Barisal.
Institute	: Baki Niranjana Secondary School.
Subject	: Business Studies.
Result	: GPA 4.44 (Scale 5.00).
Passing Year	: 2014.

Level	: Higher Secondary Certificate (H.S.C).
Board	: Dhaka.
Institute	: Shaikh Hasina Academy & Women College.
Subject	: Business Studies.
Result	: GPA 4.58 (Scale 5.00).
Passing Year	: 2016.

Level	: Graduation Certificate (BBA).
Board	: National University.
Institute	: Madaripur Govt. College.
Subject	: Accounting.
Result	: GPA 2.55 (Scale 4.00).
Passing Year	: 2020.

Language Proficiency

Have an excellent command over Bengali and good command over English in all Communicative way-writing, reading, listening and speaking.

Spe

Skills: Computer Programs

Application Software	Office Program	: Ms Word, Internet,
	:	

Computer Certification

Basic computer course (Ms Word, Internet, Etc.) from Computer Training from The Moon Commercial Institute, Dhaka.

Personal Attributes

Capable of well International Communication

I will be a good team worker and will be friendly with my colleagues.

I am a quick learner and capable to adopt with any kind of situation.

I have a very good mental strength and always enjoy facing challenges.

I have self motivate and hard work.

Biographic Information

Name	: Lamia Aktar
Father's name	: Mujibar Talukder.
Mother's name	: Rabeya Begum.
Date of birth	: 30/11/1999.
Theological Identity	: Islam.
Nationality	: Bangladeshi (by birth).
Nid No	: 9154166160
Gender	: Female.
Blood Group	: B+ .
Permanent Address	: Village: Pangashia; Post Office: Kalkini -7920; Thana: Kalkini; District: Madaripur.
Present Address	: Village: Pangashia; Post Office: Kalkini -7920; Thana: Kalkini; District: Madaripur.

Declaration Authenticity

I do here by declare that all the information provided above is true to my knowledge. If need and where applicable in this document can be supported by appropriate authentic certificate/papers.

Date : 25/04/2021

Signature
লামিয়া আক্তার
(Lamia Aktar)