

RESUME OF RIMA AKTER

**Mailing Address:**

House #16, Road # 04, Chad Uddan

Mohammadpur, Dhaka-1207.

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CAREER OBJECTIVE:

To obtain a challenging position in a disciplined organization where I can prove my excellence for achieving the organizational goal and also can apply all my capabilities with the opportunity to improve the skill in production, planning and analytical ability

ACADEMIC QUALIFICATION:**Masters of Business Administration (M.B.A)**

Institute : Rajbari Government College, Rajbari

University : National University

Subject : Accounting

Result : 2.91

Passing Year 2018

Bachelor of Business Administration (B.B.A)

Institute : Rajbari Government College, Rajbari

University : National University

Subject : Accounting

Result : 3.05 (Out of 4.00)

Passing Year 2017

Higher Secondary Certificate (H.S.C)

Institute : Goalanda Kamrul Islam College, Goalanda

Board : Dhaka

Group : Business Studies

Result : 4.10 (Out of 5.00)

Passing Year 2013

Secondary School Certificate (S.S.C)

Institute : Dauladia Model High School, Goalanda

Board : Dhaka

Group : Business Studies

Result : 4.38 (Out of 5.00)

Passing Year 2011

EXPERIENCE:

- ❖ Assistant Teacher (7.8 Years)
- ❖ (01 Jan, 2015 – 31 August, 2022)

Sunshine Collegiate School, Goalanda, Rajbari .

LANGUAGE PROFICIENCY:

Bengali: Excellent in speaking & writing (Mother tongue)

English: Can Frequently Speaking English.

PERSONAL INFORMATION:

Name	: Rima Akter
Father's name	: Salam Bepary
Mother's name	: Sufia Begum
Date of Birth	: 07 Oct, 1996
Marital Status	: Married
Sex	: Female
Blood Group	: B+
Religion	: Islam
Height	: 5.2 Feet
Weight	: 54 Kg
Nationality	: Bangladeshi (by birth)
NID NO	: 4201731678

PERMANENT ADDRESS:

Village: Borkot Sordarpara, Post: Dauladia, P.S: Goalanda, Dist: Rajbari.

COMPUTER SKILL:

Office Application	: Microsoft Word. Excel, Power Point,
Operating Systems	: Windows XP & 7, 10, 11.
Internet	: E-mail, Internet Browsing etc.
Typing	: Bangla Type (25), English (35)

JOB RESPONSIBILITY:

- ❖ Leadership
- ❖ Quick learner
- ❖ Hard working Team player
- ❖ Self-motivated
- ❖ Willing to take responsibilities

Rima Akter

Date:.....