

Curriculum Vitae Of Ismot Ara Akhi



CONTACT

☎ 01832-756496, 01816-446356
✉ akhirokan96@gmail.com

Mailing Address:

Vill- Purbo Julda
Ward no- 04
Union: 01 no ko Julda Union
P.O- Fokirnerhat-4371
P.S- Karnofuly, Chattogram

CAREER OBJECTIVE

I have energetic and challenging attitude to fulfill organization's objectives and goals within the specific time, because I have firm conviction of my ability, skills and motivated to perform responsibilities assigned to me. I would like to build up my career in your well-known organization.

EDUCATIONAL QUALIFICATION

- **Bachelor of Business Studies (B.B.S)**
Patiya Govt. College
Chattogram.
- **Higher Secondary Certificate (H.S.C)**
Ayub Bibi City Corp. College
Board: Chittagong Board.
- **Secondary School Certificate (S.S.C)**
Daulatpur Bohumukhi High School
Board: Chittagong Board.

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| ▶ Group: Business Studies
▶ Result: GPA- 3.00 (Out of 4.00)
▶ Passing Year: 2022 |
| ▶ Group: Business Studies
▶ Result: GPA- 3.00 (Out of 5.00)
▶ Passing Year: 2019 |
| ▶ Group: Business Studies
▶ Result: GPA- 3.91 (Out of 5.00)
▶ Passing Year: 2017 |

STRENGTH

- ▶ Ability to work effectively in a team.
- ▶ Highly enthusiastic about taking on management responsibilities.
- ▶ Capable of leading subordinates in challenging situations.
- ▶ Maintains a Consistent and professional dress and manner.
- ▶ Excellent Communication and interpersonal skills.
- ▶ Strong problem-solving
- ▶ Punctual, Honest and responsible.
- ▶ Ability to follow instructions and company Policies.

SKILLS

- ▶ LANGUAGE: Advanced command of Written, Spoken both of Bangla & English
- ▶ COMPUTER SKILLS: MS. Word, MS. Excel, MS. Power Point Presentation.

HOBBIES:

- ▶ GARDENING, TRAVELING, READING, WRITING,

PERSONAL INFORMATION

- Name : Ismot Ara Akhi
- Father's Name : Md Harun
- Mother's Name : Nur Aysha
- Date of Birth : 30 October 1999
- Religion : Islam
- Gender : Female
- Nid No : 421 451 1372
- Nationality : Bangladeshi (By Birth)
- Marital Status : Married
- Blood Group : **B** (ve+)
- Permanent Address : Vill- Purbho Julda, Ward no- 04
Union: 01 no ko Julda Union
P.O- Fokirner Hat-4371, Karnofuly, Chattogram

PROCLAMATION

I hereby declare that all the information provided above is true and correct to the best of my knowledge and belief. I would welcome the opportunity to discuss how my skills and experience can be beneficial to your organization.

Akhi

Ismot Ara Akhi