

CURRICULUM VITAE OF SHARMIN AKTER



MAILING ADDRESS

House # 24, Road # 04, Block # D,
South Banasree, Khilgoan Dhaka-1219.
Cell: +88018326540804
Email: antoraislam796@gmail.com

CAREER OBJECTIVE

Looking for hard and challenging job where I will have the scope to utilize my potentiality, creativity, adaptability and skill to do something innovative and from where I will be able to enhance my knowledge.

ACADEMIC QUALIFICATIONS

- ❑ **Mater of Business Administration (M.B.A)**
 - Institute : Mirza Abbas Mohila College, Dhaka
 - Subject : Accounting
 - Result : GPA: 3.34 Out Of 4
 - Year of Passing : 2022
- ❑ **Bachelor of Business Administration (B.B.A)**
 - Institute : Mirza Abbas Mohila College, Dhaka
 - Subject : Accounting
 - Result : GPA: 3.10 Out Of 4
 - Year of Passing : 2018
- ❑ **Higher Secondary Certificate (H.S.C.)**
 - Institute : Dhaka Eastern College
 - Board : Dhaka
 - Group : Business Studies
 - Result : GPA: 4.90 Out Of 5
 - Year of Passing : 2013
- ❑ **Secondary School Certificate (S.S.C.)**
 - Institute : Dakhin Banasree Model High School
 - Board : Dhaka
 - Group : Business Studies
 - Result : GPA: 4.63 Out Of 5
 - Year of Passing : 2011

LANGUAGE SKILL

- 📖 Bengali : (Mother Language).
- 📖 English : (Speaking, Listening, Writing, and Reading ability)

COMPUTER SKILL

- Operating systems : Windows 7,
- Microsoft Office : MS-Word, Excel, Power point, Outlook
- Internet : Web Browsing; E-mail handling, Online Form Fill-up etc.

PERSONAL PROFILE

- Name : Sharmin Akter
- Father's Name : Mukbul Hossain
- Mother's Name : Satara Begum
- Permanent Address : Vill: Boirkathi
P.O: Dohorpara
P.S: Guthia
Dist: Barishal
- Date of Birth : 15th October 1995
- Gender : Female
- Height : 5 feet 00"
- Blood Group : B+
- Nationality : Bangladeshi (By birth)
- Marital Status : Married
- Religion : Islam

Experience:

- Name of Institute : **BANASREE AL BERUNI HOSPITAL & DIAGNOSTIC CENTER (PVT) LTD.**
- Designation : Front Desk Officer
- Duration : 1 Year
- Name of Institute : **BANASREE ADHUNICK DIAGNOSTIC & CONSULTATION CENTER**
- Designation : Front Desk Officer Cum Cashier
- Duration : 6 Year

Declaration:

 I there for undersigned hereby declare that I will be responsible for any wrong information provided here and any misstatement described here in lead to my disqualification, for dismissal, if employed.

Signature:

Sharmin Akter

Date:
