



MARJINA AKTER

CONTACT

 taniakader11@gmail.com

 +8801616945956

 TalukderHouse, Roadno#3, Block
#B, RahmanNagarR/A, Panchlaish,
Chattogram

PROFESSIONAL SKILLS

- Advanced Microsoft Excel (Pivot Tables, VLOOKUP/XLOOKUP, Formulas)
- Microsoft Word & Report Preparation
- Financial Accounting
- Data Analysis
- Attention to Detail
- Communication Skills
- Teamwork and Time Management

HOBBIES

- Reading
- Photography
- Traveling
- Volunteering

REFERENCES

Mohammad Ehsanul Islam
Metropolitan Magistrate
Chief Metropolitan Magistrate Court, Dhaka
Contact: 01815487715
Email: Ehsan.islam@yahoo.com

Md Milad Hossain
Assistant Manager, Admin
Bangladesh Telecommunication Company Limited
Contact: 01687-847995

CAREER OBJECTIVE

To secure a position in Accounts and Finance where I can apply my academic background in Accounting, practical experience and strong analytical skills to support efficient financial operations. Proficient in Advanced Microsoft Excel and Microsoft Word, I am eager to contribute to organizational success while continuously enhancing my professional expertise in accounting, reporting, taxation and financial management.

EDUCATION

Masters of Business Administration (MBA) 2019
Accounting
National University
CGPA : 3.56 (out of 4.00)

Bachelor of Business Studies (BBS) 2015
National University
Result : First Class

Higher Secondary Certificate(HSC) 2012
Business Studies
Bara Aulia Degree College
GPA : 3.60 (Out of 5.00)

Secondary School Certificate(SSC) 2010
Business Studies
Amirabad Janakalyan Girls High School
GPA : 4.00 (Out of 5.00)

PERSONAL INFORMATION

Father's Name: Mahammed Ayub
Mother's Name: Razia Begum
Permanent Address: Vill. Rokeya Baro Bari, West Amirabad,
P.O- Masterhat -4396, P.S- Lohagara, Dist.- Chattogram.
Religion: Islam
Date of Birth: 20 May, 1993
Marital Status: Married

LANGUAGES

English: Proficient
Bengali: Native