

Resume Of Hira Akter

Mailing address:

72/1/L/2, North Jatrabari, BIBIRBAGICHA

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Career objective

Achieving a dynamic and challenging job where I can properly use my education, technical and interpersonal skills, creativity and experience, expand my knowledge and offer Opportunities for personal and professional growth in order to develop my career as well as to contribute in welfare of this institute/Company.

Educational Qualification

Bachelor of Arts (B.A) Hon's

Institute : Habibullah Bahar University College

University : National University

Subject : Accounting

Passing Year : 2023

Result : 3.21 Out of 4

Higher Secondary Certificate (HSC)

Institute : Begum Badrunnesa Govt. College

Board : Dhaka

Group : Business Studies

Passing Year : 2019

Result : 4.00 Out of 5

Secondary School Certificate (SSC)

Institute : Sabuj Bidyapith High School

Board : Dhaka

Group : Business Studies

Passing Year : 2017

Result : 5.00 out of 5

Computer Skills

- ❖ MS Word, Excel and PowerPoint
- ❖ Internet and E-mail
- ❖ Have knowledge about IT Technical Support

Language Skills

- ❖ Bengali: As mother Language, Speaking, Reading and Writing are excellent
- ❖ English: As an International Language reading, Writing and Speaking Fluently.

Soft Skills

- ❖ Positive attitude
- ❖ Good Communication Skills
- ❖ Teamwork and leadership
- ❖ Creative thinking, dedication and hard working.
- ❖ Problem solving and decision making

Personal Interest

- ❖ Participating to any social activities.
- ❖ Traveling in historical and new places.
- ❖ Internet browsing.
- ❖ Listening Music.

Personal details

- ❖ Name : Hira Akter
- ❖ Father's Name : Abdul Mannan
- ❖ Mother's Name : Fatema Begum
- ❖ Date of Birth : 09/11/2001
- ❖ Nationality : Bangladeshi by birth
- ❖ Permanent Address : 72/1/L/2, North Jatrabari, Bibirbagicha
Jatrabari, Dhaka-1204
- ❖ Religion : Islam
- ❖ Marital Status : Unmarried
- ❖ Sex : Female
- ❖ Blood Group : B(+ ve)
- ❖ Height : 5 feet 1 inches
- ❖ NID No. : 3761430002

Training Summery

Training Course on Performance Based Management (PBM)
For completing a 3 day.

Working Experience:

Organization: Abdul Halim Sheikh High School
Position: Asst. Teacher
Duration: 4 Years

I hereby, declare that the above information in the curricular vitae is true and correct to the best of my knowledge and behalf

Hira Akter
Date: