

Resume
of
FARZANA AKTHER
Cell: 01942-588584|
E-mail: aktherfarzana433@gmail.com



Career Objectives:

To serve the organization where I will be employed to increase my professional skills in a competitive and challenging environment using my academic knowledge and practical experience for the achievement of the goal of that organization.

Personal Information :

Name	:	Farzana Akther
Father's Name	:	Md. Saful Islam
Mother's Name	:	Jahanara Begum
Date of Birth	:	11 th March 1997 A.D
Present Address	:	Upazila/P.S: Kulaura, Dist. Moulvibazar. Village: Momrejpur, P.O: Kulaura-3230 Upazila/P.S: Kulaura, Dist. Moulvibazar.
Marital Status	:	Married
Sex	:	Female
Blood Group	:	O ⁺ (tv)
Religion	:	Islam
NID No.	:	1025824408
Nationality	:	Banglaeshi (By birth)
Contract No	:	01942-588584
Email ID	:	aktherfarzana433@gmail.com

Academic Qualification:

(M.S.S)

Name of College	:	M.C College
Subject	:	Political Science
Passing Year	:	2020
University	:	National University
Result	:	CGPA 2.81(Out of 4.00)

B.S.S (Hons)

Name of College : Kulaura Degree College,
Subject : Political Science
Passing Year : 2019
University : National University
Result : CGPA-3.07 (Out of 4.00)

Higher Secondary Certificate (H.S.C)

Name of School : Kulaura Degree College
Group : Humanities
Passing Year : 2015
Board : Sylhet
Result : GPA-2.70 (Out of 5.00)

Dakhil:

Name of School : Kulaura Jalalia Dakhil Madrasah, Moulvibazar
Group : General
Passing Year : 2012
Board : Dhaka
Result : GPA-3.44(Out of 5.00)

Computer Skills:

Operation Systems : XP, Windows 7 & 10.
MS Office : Word, Access, Excel, Power Point, Outlook, OneNote
Email : Mail merge, filters, folders, rules.
Social Media : Facebook, Twitter, Instagram

Language Proficiency:

Bangla: Proficient in writing, reading, listening and speaking.

English: Competent in writing, reading and listening.

Work Experince:

- Data Entry Operator, **Surjer Hashi Clinic** (2015 – 2020) Maintained patient records and managed accurate data entry.
- Customer Care Executive, **Grameen Phone Kulaura Brance**(2020 – 2021) Assisted customers and ensured service satisfaction.

Declaration:

I hereby Declare that all the information's furnished above are true, Complete and correct to the best of my Knowledge and belief.

Date:

Farzana Akther

Farzana Akther

(Signature)