

RESUME of

Momtaz Akter.

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Contact Address:

Momtaz Akter.

C/O: Md Aiub Ali

Mayor Goli, House #507, Road #05, Chasma Hill,
2 no Gate, East Nasirabad, Chittagong.



Academic Qualification:

❖ Masters of Business Studies (M.B.S)

Name of University : National University.
Name of Institute : Chittagong Govt. City College.
Department : Masters of Business Studies.
Result : Appeared (2020-2021).
Subject : Management.

❖ Bachelor of Business Studies (B.B.S)

Name of University : National University
Name of Institute : Nasirabad Govt. Women College.
Department : Bachelor of Business Studies.
Session : 2017-2018.
Result : 3.00 (Out of 4.00).

❖ Higher Secondary Certificate (H.S.C)

Name of Institute : Kulgaon City Corporation College.
Passing Year : 2017
Board : Chittagong.
Group : Business Studies.
GPA : 3.42 (Out of 5.00).

❖ Secondary School Certificate (S.S.C)

Name of Institute : Hossen Ahmed Chy City Corporation School.
Passing Year : 2015.
Board : Chittagong.
Group : Business Studies.
GPA : 4.39 (Out of 5.00).

Experience :

1. I had been worked as a Customer Service Officer, Banglalink Process, Genex Infosys Limited. Duration (4th November 2018 to 15th Nov 2022).
2. I had been worked as a Sales and Marketing Executive of KENT Water Purifier. Duration (1st February 2023 to 31th January 2025).

Computer Literacy:

Operating System: Ms Word, Ms Excel, Ms Access, Ms Power Point & Internet.

Personal Profiles:

Name : Momtaz Akter

Father's Name : Md Aiub Ali.

Mother's name : Rehena Begum

Permanent Address : Vill-Dhoni Gagla, P.O- Gagla, P.S- Nageshwari,

District : Chittagong.

Date of Birth : 17/12/1998

Nationality : Bangladeshi by birth.

Religion : Islam

Marital Status : Unmarried

Blood Group : B+

Language Proficiency:

Ø Communicative Language skills both in Bengali as a vernacular and English as a globalize language.

Ø Bengali: (Mother Tongue): Both Verbal and writing.

Ø English.

Career Objective:

To build up my career working challenging environment with excellent career development prospect, where hard work strict discipline good communication skill and creative problem solving are the corner of success.

Self Analysis:

Strong motivation and commitment for working ability to work individually and with a team. I determined to success in my profession and prepared to work hard in order to achieve my objectives.

Declaration:

I do hereby declare that all information's here is true to my knowledge. If required and where applicable, this document can be supported by appropriate authentic.

Signature

Momtaz Akter.