

MONIKA AKTER

Present Address: House: 712/27, Road: 10, Adabor, Dhaka 1207

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CAREER OBJECTIVE

Detail-oriented graduate with a passion for efficiency and technology. As a management studies major, I am seeking a role in contribute effectively to the organization while growing professionally and developing new skills.

EMPLOYMENT HISTORY

- **Sonali Bank PLC**

Type : Internship

Duration : 3 months (1 Dec 2024- 1 Feb 2025)

Duties and Responsibilities: Assisted in daily banking operations, customer service, and account documentation processes. Supported KYC verification, record keeping, data entry, and report preparation while maintaining accuracy and confidentiality. Gained practical exposure to deposits, withdrawals, and loan procedures and assisted branch officials in ensuring smooth and efficient banking services.

EDUCATION

1. **Master of Business Administration**

University : Jagannath University

Major : Human Resource Management

Year : 2024 (Result published on 21th January, 2026)

Result : CGPA 3.48 Out of 4.00

2. **Bachelor of Business Administration**

University : Jagannath University

Major : Management Studies

Year : 2023 (Result published on 13th February, 2025)

Result : CGPA 3.42 Out of 4.00

3. **Higher Secondary Certificate**

Institute : Birshrestha Munshi Abdur Rouf Public College

Group : Business Studies

Passing Year : 2019

Result : GPA 4.42 Out of 5.00

4. **Secondary School Certificate**

Institute : Agargaon Adarsha High School

Major : Business Studies

Passing Year : 2017

Result : GPA 4.73 Out of 5.00

LEADERSHIP & EXTRACURRICULAR ACTIVITIES

1. Jagannath University Career Club

Position : Management Trainee

Duration : Aug-2020 to Dec-2024

Jagannath University Career Club is a central registered club of Jagannath University which helps students to build their career.

- ✓ Promoting Uplift your Career Season-2
- ✓ Developing Public Speaking
- ✓ Building Leadership Skills

2. Jagannath University Management Club

Position : Management Trainee

Duration : Jan-2020 to Aug-2024

Management Club is one of the oldest and most active club of Jagannath University. By arranging workshops, seminars and competitions and many more social works it tried its new look.

TRAINING & WORKSHOPS

Bangladesh Youth Leadership Center (Dhaka, Bangladesh)

Acquiring Competencies for Employment (ACE) workshop

ACE workshop is designed to equip BYLC graduates with professional skills successfully native through the challenging job market.

- ✓ Workshop focused on designing effective career strategy, building strong communication skills (i.e., interview, networking, and negotiation elevator pitch), writing professional resume, cover letter and email, public speaking.

SKILLS

Software: Proficient in MS Word, Excel, PowerPoint. Graphic Design

Language: Proficient in Bangla (native), English

Hobbies: Creative Craft Design and Handmade Art Projects.

PERSONAL INFORMATION

Father's Name : Md. Kamal Hossain

Mother's Name : Rakha Begum

Date of Birth : 14th January, 2001.

Permanent Address : Vill:Bilbilash; P/O:Bauphal; Thana:Bauphal; District:Patuakhali

Gender : Female

Height (Meter) : 1.55

Marital Status : Unmarried

Nationality : Bangladeshi

Religion : Islam

Blood Group : O+

REFERENCES

Dr. Md. Miraj Hossen

Professor

Department of Management Studies

Jagannath University, Dhaka

Contact: 01817505403, 01911643826

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Relation: Teacher

Dr. K.A.M. Rifat Hasan

Associate Professor

Department of Management Studies

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Relation: Teacher

Signature