

Resume

Of

MOSADDEKA AKTER

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Life Objective:

Dedicated Assistant Branch Manager with hands-on experience in operations management, team leadership, reporting, and community outreach. Skilled in managing field teams, meeting program targets, and maintaining service quality. Looking to bring my experience and commitment to a mission-driven organization like BRAC.

Career Summary:

Assistant Branch Manager cum Accountant, DISA (Since 2023-2026)

Ex – Credit Officer, DISA

Ex – Teacher in a local NGO.

Duties & Responsibilities:

Branch Operation & Management,
Team leadership & Supervision,
Programmer implementation,
Financial Monitoring,
Client network management &
Reporting and documentation

Social Interest:

Listening to Music, Reading books and Travelling.

Special Skills:

Ability to work independently, Capability to work with people of all levels, Working under pressure in any circumstance, Efficiency to prepare any type of report & any other thing.

Computer Literacy:

MS Word, MS Excel, Power-Point & Internet Browsing.

Academic Qualification:

Exam Title	Group/Subject	Board/University	Year	Marks/CGPA
SSC	Business	Barishal	2011	3.56
HSC	Business	Barishal	2013	4.60
Pass Course	BBS	NU	2017	3.44

Language Proficiency:

Language	Reading	Writing	Speaking
Bengali	High	High	High
Engilsh	High	Medium	Medium

Personal Details:

Father's Name : Md. Sahidul Islam

Mother's Name : Maksuda Begum

Date of Birth : 24-02-1996

Sex : Female

Blood Group : A+

Marital Status : Married

NID : 5514822120

Nationality : Bangladeshi

Religion : Islam

Permanent Address : East Ranipur, Post code – 8740, Betagi, Barguna

Present Address : East Ranipur, Post code – 8740, Betagi, Barguna

Signature: *Mosaddeka Akter*

Date: