

RESUME
DOLI AKTER



Contract & Address:

Phone: 01624323717, 01762323717

E-mail: doly8122268@gmail.com

Add.: Vill: Shibalaya, PO+PS: Shibalaya , Dist: Manikganj.

Carrier Objective:

To excel as a professional in a reputed and dynamic organization where there is a scope for career development and preparing myself as a successful executive in this global market.

Employment Record:

Asst Teacher.

(From January 01, 2018, to running)

Name & Address of organization: Suktara Academy. Shibalaya, Manikganj.

Personal Strength:

Good organizational Skill with the ability to work under pressure to fight deadlines individually & team.

Confident & friendly as a person.

Hardworking & committed to work with good inter personal skill.

Strong attitude in teamwork & leadership qualities

Perceive teams goal as own goal & dedication to meet the goal.

Ability to identify priorities & execute task with sense of urgency.

Ability to organize multiple tasks with strong attention.

Fluent in oral & written communication both in English & Bengali.

Computer Literacy:

Basic computer course: MS Word, MS Excel, MS Power point.

Internet Browsing & E-mailing with outlook express.

Bangla Type.

Scholastic Attainment:

Master of Arts Certificate, 2016

Subject: History

Institute: Govt. Debendra College, Manikganj

Result: CGPA 3.31 out of 4.00

University: National University

Honours Certificate, 2015

Subject: History

Institute: Govt. Debandra College Manikgonj.

Result: CGPA 2.76 out of 4.00

University: National University

Higher Secondary Certificate, 2011

Institute: Shibalaya Sadaruddin College

Group: Humanities

Result: CGPA 3.10 out of 5.00.

Secondary School Certificate, 2009

Institute: Aricha Belayet Hossain High School.

Group: Humanities

Result: CGPA 3.13 out of 5.00.

Security:

Have no criminal records in any civil court record or any police stations in Bangladesh.

Hobbies & Interest:

Reading books.

International affairs.

Listen to music.

Traveling.

Blood Donating.

Watching & playing cricket.

Personal Information:

Father's Name: Md. Helal Uddin

Mother's Name: Salma Begum

Permanent Add.:

Vill.: Shibalaya

P.O.+ P.S.: Shibalaya

Dist.:Manikgonj

Date of Birth: 30 NOV 1993

Nationality: Bangladeshi

Religion: Islam

Marital Status: Married

Blood Group: A+

Signature:

MUHAMMAD AMINUL ISLAM

Doli Akter