



FATEMA AKTER

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+ 8801610227876

OBJECTIVE

I wish to leverage my knowledge and skill to fill challenge at the organization and hope to serve quality works to maintain the organization standard.

SKILLS

- Computer Operation
- Microsoft Office
- Social Networking
- Virtual Assistant
- Team Work
- Planning and Organizing.

PERSONAL TRAITS

- Punctual
- Friendly
- Enthusiastic
- Communicative

PASTIMES

- Reading books
- Social Activity
- Gardening
- Travelling

LANGUAGE

- Bangla
- English
- Hindi

EXPERIENCE

- Guest Teacher of Civil Construction and Safety at Khagrachhari Gov't Technical School and College** from 13th March 2023 – 13th March 2025
- Community Mobilizer at Khagrapur Mohila Kallayan Somity** from 13th June 2021- 31th December 2022.
- Computer Operator of Procesta Multipurpose Co – Operative Limited** from 15th November 2019 – 01st March 2021

EDUCATION

- Bachelor of Social Science in Political Science** from **Khagrachhari Gov't College** under **National university** with CGPA 2.88 out of 4.00 in 2023(exam year) & (passing year-2025)
- Higher Secondary Certificate in Science** from **Khagrachhari Gov't Technical School and College** with CGPA 4.72 out of 5.00 in 2019
- Secondary School Certificate in Science** from **Khagrachhari Gov't Technical School and College** with CGPA 4.36 out of 5.00 in 2017

COURSES

- Graphics Design** from **Khagrachhari T.T.C** under **Skills for Employment Investment Program (SEIP)** from May 2018-August 2018
- Computer Basic Training** under **Q Computer Training Institute** From November 2017-January 2018
- Women call center agent** from **Her Power Project** under **ICT Ministry**.

CO-CURRICULAR ACTIVITIES

- Active Volunteer** for **BANGLADESH RED CRESCENT SOCIETY, Khagrachhari Unit**.
- Master trainer (Basic, First Aid & Search and Rescue, Disaster Management)** under **Bangladesh Red Crescent Society, Khagrachhari unit**.

PERSONAL INFORMATION

Father's Name : LATE NUR ISLAM
Mother's Name : AISHA BEGUM
Address : Sobujbug, 2 no ward Khagrachhari sadar.(4400)
Date of Birth : 06 September 1999
Marital Status : Unmarried.

FATEMA AKTER
24 March 2026