

Ripa Aktar

Kadam Rasul, Khankhanabad, Banshkhali, Chattogram, Banshkhali, Chattogram

01633288765

gaziripaislam765@gmail.com



Career Objective

To build a challenging and rewarding career in a reputed organization where I can utilize my skills, knowledge, and education for the growth of the organization as well as my personal development.

Career Summary

A dedicated and responsible individual with a Bachelor of Business Studies degree from National University. Possess good communication skills, teamwork ability, and a strong willingness to learn. Seeking an opportunity to contribute effectively to an organization and grow professionally

Special Qualification

Excellent ability to work in a team and independently Strong time management and problem-solving skills High level of dedication and responsibility toward work Ability to work under pressure and meet deadlines

Experience

Total Year of Experience: 2.4 yrs

1. Assistant Teacher (2.4 yrs)

(01 Jan, 2024 - Continuing)

DC Iyar Mohammad Shishu Niketan

Banshkhali, Chattogram

Area of Expertise

Chittagongian language (2.3 yrs)

Duties/Responsibilities

Maintain daily office tasks and support smooth operations Handle documents, files, and records properly Assist senior staff in different administrative work Respond to phone calls, emails, and customer queries Ensure timely completion of assigned tasks

Academic / Education

Exam Title	Concentration/ Major	Institute	Result	Pas.Year	Duration	Achievement
Bachelor of Business Studies (BBS)	Bbs	Pashchim Banshkhali Upakulio College	3.25 out of 4	2025	6	Good
HSC (BMT)	Business Studies	Pashchim Banshkhali Upakulio College	3.25 out of 5	2019	2	Good
SSC	Business Studies	West Banshkhali High School	4.36 out of 5	2017	5	Good

Training

Training Title	Topic	Institute	Country	Location	Year	Duration
Microsoft	Microsoft word	Eden University	Bangladesh	Banshkhali	2022	1

Career and Application Information

Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution, Data Entry/Computer Operator

Looking For : Entry Level Job

Present Salary : Tk. 0

Expected Salary : Tk. 25000

Preferred District : Anywhere in Bangladesh

Skill

Fields of Skill	Description
• Business Development	<i>No description provided</i>

Language Proficiency

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	Medium

Personal Details

Date of Birth : 05 Feb, 2002

Gender : Female

Reference

Name : Shahidul Islam

Organization : Shakti Foundation for Disadvantage Women

Designation : Microfinance officer

Address : Banshkhali, Chattogram

Mobile : 01304487828

Email : bkshahidulislam99@gmail.com

Relation : Family Friend