



RESUME OF ZAKIYA AKTHER

PRESENT & MAILING ADDRESS

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CAREER OBJECTIVE

To obtain a position that leverages my strong organizational skills & educational background, enabling me to achieve a high level of performance and contribute effectively to the organization.

ACADEMIC QUALIFICATION

- **Master's of Science (M. Sc)**
Chittagong College, Chattogram.
 - **Passing Year :** 2017
 - **Subject :** Botany
 - **Result :** CGPA-2.97 (Out of 4.00)
 - **University:** National University
- **Bachelor of Science (B. Sc)**
Chittagong College, Chattogram.
 - **Passing Year :** 2016
 - **Subject :** Botany
 - **Result :** CGPA-3.04 (Out of 4.00)
 - **University:** National University
- **Higher Secondary School Certificate**
Chattogram Biggan College
 - **Passing Year :** 2012
 - **Group :** Science
 - **Result :** GPA-3.10 (Out of 5.00)
 - **Board :** Chattogram
- **Secondary School Certificate**
Jamal Khan Kusum Kumari City Corporation
Girl's High School
 - **Passing Year :** 2010
 - **Group :** Science
 - **Result :** GPA-4.69 (Out of 5.00)
 - **Board :** Chattogram

EXPERIENCE

- I have been worked as a **Teacher** at **C & B Colony KG and High School** since **2023 February to November 2023, Chattogram.**
- Served as a **Trainee Programme Organizer** in **BRAC** since **May 2024 to November 2024, Chattogram.**

LANGUAGE PROFICIENCY

English :Fluent in Speaking, Understanding & Writing.
Bengali :Fluent in Speaking, Understanding & Writing.

KEY QUALIFICATION

- Self-confident & being positive.
- Ability to manage time & being flexible.
- Ability to work efficiently under pressure & fulfill deadlines.
- Well organized and proficient with details.

TECHNICALSKILLS

- Well versed MS Excel, MS Word, MS Access, MS Power Point.
- Efficient in Internet and Basic Computer Applications.
- Operating Systems Windows 7/8

INTERESTS

- Interest in Reading Books, Travelling and Social Work.

**PERSONAL
INFORMATION**

Father's Name : Mir Mohammad Ibrahim
Mother's Name : Jahanara Akther
Date of Birth : 26th May, 1994
Marital Status : Single
Height : 5'-4"
Weight : 54 Kg
Blood Group : A+
National ID : 7333579683
Religion : Islam
Permanent Address : Vill: Musapur, P.O: Osmania,
P.S: Sandwip, Dist: Chattogram.

DECLARATION

I hereby declare that the above details are fully true to the best of my knowledge and belief.

Signature