



Aysha Akter

STUDENT

CONTACT:

E-mail Address:

ayshaalpona01@gmail.com

Phone +8801903150692

Address: 34, East Islambag,
Eidgah Math, Chalkbazar,
Dhaka-1211

PERSONAL INFORMATION:

Date of Birth:

February 04, 2001

Gender: Female

Civil Status: Single

Religion: Islam

Citizenship: Bangladeshi

REFERENCE:

Muhammad Shoeb-Ur-
Rahman

Associate Professor,

Dept. of THM,

Faculty of Business Studies,
University of Dhaka

Contact No.

[+8801736107010](tel:+8801736107010)

E-mail Address:

shoeb.rahman@du.ac.bd

Career Objective

- To deliver my duties with the fullest dedication to superiors & subordinates for the betterment of the company
- To make connections with various people
- Improve networking level
- Gain knowledge and keep updating
- Welcome challenges and adapt to grow

Skills

- Familiar with MS Office Suite and Google Workspace (Especially in creating engaging and professional PowerPoint Presentations)
- Proficient in creating visually appealing designs using Canva
- Creative Prompt Writing for AI Tools
- Experienced in searching and collecting data from e-commerce websites
- Good Communication and Leadership Skills
- Positive Work Attitude, Quick Learner, and Flexible

Educational Background

- Master of Business Administration (MBA)
Tourism and Hospitality Management,
The University of Dhaka
Expected Completion: June 2026
- Graduate (Passing year: 2025)
Bachelor of Business Administration (BBA)
Tourism & Hospitality Management,
The University of Dhaka
CGPA: 3.38
- Higher-Secondary
Begum Badrunnessa Govt. Girls' College, Dhaka
GPA: 4.75 from Business Studies

Work Experiences

- Freelance Transcriptionists
(February 2024 to Present)
- Intern at Janata Bank PLC.
(February 2025 to May 2025)
- Virtual Key Manager at Aladinerprodip.com
(December 20, 2020, to February 28, 2022)
- Assistant English Lecturer at AHD Learning Point
(October 01, 2019- March 31, 2020)

Voluntary Experience

- Assistant Head of Operations at Dhaka University Entrepreneurship Development Club (September 2024 to April 2025)
- Management Trainee at YSSE in the Admin and HR Department
(November 2024 to April 2025)
- Organized a series of workshops named "We and Movers Season 2" as a Junior Associate of Project WE.

Awards/Training/ Certificates

- Completed online courses titled "MS Excel Beginner to Advanced", "MS PowerPoint Advanced", and "Content Writing" by GP Academy
- Completed CareerX program by Bangladesh Youth Leadership Program (BYLC)
- Completed Movers Workshop: Introduction to Green Jobs
- Completed "Training on Entrepreneurship Business Development," supported by the iDEA Project under BCC, ICT Division, Bangladesh
- Participated in "Skillneurs 2.0: Time to Equipped" & became the 1st Runner Up of the Case Competition