



RESUME OF NILUFA AKTER

CAREER OBJECTIVE:

To work in a multinational company in Bangladesh where I can utilize my skills, creativity, knowledge, sincerity, communication ability and leadership experience gained throughout my educational life.

CONTACT

📍 200, west Monipur
Mirpur-2, Dhaka-1216
☎ 01307988829
✉ nilufaakter311@gmail.com

EXPERIENCE:

Job Title : Computer operator.
Location : Autonu Enterprise,
Rampura, Dhaka.
Job Duration : July, 2018 to October, 2019.

Job Title : Accounts officer cum Computer operator.
Location : Madani Hi-Tech Industries Ltd.
17/11, Sonargaon Road, Dhaka.
Job Duration : 2019 to 2023.

COMMUNICATION SKILL

- Excellent interpersonal Communication and Networking ability with Presentation and public Speaking.

EDUCATION

2018	Masters of Business Administration (MBA) Accounting, National University.	CGPA-3.14 Out of 4.00
2017	Bachelor of Business Administration (BBA) Accounting, National University.	CGPA-3.14 Out of 4.00
2013	Higher Secondary School Certificate (HSC) Commerce, Barishal Board	GPA-4.40 Out of 5.00
2011	Secondary School Certificate (SSC) Commerce, Barishal Board	GPA-3.50 Out of 5.00

LANGUAGE PROFICIENCY:

- Bangla (First language)
- English (Fluent in speaking Reading and writing)

PERSONAL DETAILS

Name : Nilufa Akter
Father's Name : Ali Akbar Faraji
Mother's Name : Safia Begum
Date of Birth : 14 July, 1996
Nationality : Bangladeshi (By Birth)
National ID : 8214710629
Sex : Female
Marital Status : Single
Blood Group : AB+

FIELDS OF INTEREST

- Traveling
- Reading Books
- Cultural & Social Activities

PERMANENT ADDRESS:

C/O : Ali Akbar Faragi
Village : Thakur para
P/O : Taltali
P/S : Taltali,
District : Barguna

COMPUTER EFFICIENCY:

- Basic skill on MS Word
MS Excel
- Strong networking and
Understanding in social
media.
- Have good knowledge
About internet using and
Mailing.

TOP SKILL:

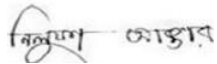
Program
Management
Team Management
Leadership
Flexibility and
Adjustment
Time Management
Convincing Power

PRESENT ADDRESS:

200, West Monipur
Mirpur-2, Dhaka-1216

DECLARATION OF AUTHENTICITY:

I hereby declare that all informations I have presented so far are true to my knowledge. If required and applicable, This document can be supported by authentic certificate.



Signature