MARIUM AKTER

Mailing Address:

Contact No:

E-mail:

CAREER OBJECTIVE

To obtain a suitable job position in a reputed organization where nice working environment and decision making opportunities will enable me to contribute my best efforts for the organization and attaining higher career building opportunities may be assured.

ACADEMIC BACKGROUND

✔ **Degree**

Institution	: Govt. Titumir College under National University
Session	: 2016-2017
CGPA	: Running

✔ **S.S.C (Secondary School Certificate)**

Group	: Business Studies
Institution	: Kadamtala Purba Basabo Higher Secondary School
GPA	: 4.63 (on a scale of 5)
Year	: 2014
Board	: Dhaka

✔ **H.S.C (Higher Secondary Certificate)**

Group	: Business Studies
Institution	: Kadamtala Purba Basabo Higher Secondary School
GPA	: 4.17 (on a scale of 5)
Year	: 2016
Board	: Dhaka

COMPUTER SKILLS

- ✔ Microsoft Office: MS Word, MS Excel, MS Power Point.
- ✔ Internet browsing

- ✔ Basic knowledge of computer hardware and software maintenance and E-mail service.

PERSONAL DETAILS

Father's Name	:	
Mother's Name	:	
Permanent Address	: Village	- Rupsha
	Post Office	- Rupsa Bazar
	Police Station	- Faridgonj
	District	- Chandpur
Date of Birth	:	
Gender	: Female	
Marital Status	: Unmarried	
Nationality	: Bangladeshi	
Religion	: Islam	

LANGUAGE SKILLS

- ✔ Excellent verbal & written communication in mother tongue (Bangla)
- ✔ Good verbal & written communication in English language.

Personal Skills

- ✔ Ability to work under pressure and Positive attitude.
- ✔ Ability to adopt in any environment.
- ✔ Working hard with logical thinking & environment.
- ✔ Self-Motivated.
- ✔ Popular among Friend.

Date: **Applicant's Signature**