 **RESUME**

**Farzana Akter**

Al Jubail, Sharjah

Call: 971529829550

Email: snigdhofarzu@gmail.com

**CAREER OBJECTIVE**

Enthusiastic individuality to undertake new challenges with effective skills, self- motivated, organized and capable of working under pressure and adhere to strict deadlines, adaptable to all working situations, active and dynamic approach to work, able to work well both in a team environment as well as using own initiative.

**ACADEMIC QUALIFICATION**

Program : bachelor of Arts (BA, Honours)

University : Chittagong College

Major Subject : Political Science

Minor Subject : Economics

Result : GPA-2.84

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

Institute : Mireshwarai Latifia Fazil Madrasah (DHAKA)

Group : General

Passing Year : 2011

Result : GPA- 3.83

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

Institute : Mandar Baria Shah Alia Girls Dakhil Madrasah

Board : Dhaka

Group : General

Passing Year : 2009

Result : GPA- 4.44

**PROFESSIONAL SKILLS**

Microsoft Office (MS Word, MS Excel, MS PowerPoint), windows 7, net Browsing,

Quick decision making ability.

**COMMUNICATION SKILLS**

Hindi, English & Bengali in both speaking & writing.

**INTEREST**

Traveling, listening music, watching movies, Reading novels

**TRAINING/COURSE**

Market analysis for Live-in-Field experience course ( board - Comilla).

**PERSONAL INFORMATIONS**

Name : Farzana Akter

Father’s Name : Abdul khalek

Mother’s Name : ferdous Ara begum

Permanent Address : Al jubail, Sharjah

Date of Birth : 07/01/1994

Religion : Islam

Nationality : Bangladeshi

Gender : Female

Marital Status : Married

Current Visa : Residence

I do hereby declare that all information here is true to my knowledge. If repaired and where application these documents can supported by appropriate certificates.

**Farzana akter .**