

# *Curriculum Vitae*

## *BILKIS AKTAR*

Vill- Pirer Chok, P.O- Khadim Nagar  
P.S: Hazrat Shahporan, Dist- Sylhet  
Mobile : 01739 863 945

### **Career Objective :**

Searching for a desirable opportunity with which I will have the scope in utilizing my skills and potentiality to do something innovative and from which I will be able to enhance my knowledge and efficiency.

### **Educational Qualification :**

#### **Degree Pass**

Name of Institute : M.C. College, Sylhet  
Group : B.S.S Pass  
University : National University  
Result : 2.76 out of 4.00  
Year of Passing : 2015

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

Name of Institute : Metro City Women's College  
Group : Humanities  
Board : Sylhet  
Result : 4.50 out of 5.00  
Year of Passing : 2012

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

Name of Institute : Johiria M.U. High School, Sylhet  
Group : Humanities  
Board : Sylhet  
Result : 3.69 out of 5.00  
Year of Passing : 2010

### **Computer Proficiency :**

- ✓ Microsoft Word
- ✓ Microsoft Excel
- ✓ Microsoft Access
- ✓ Internet & E-mail

### **Language Proficiency :**

Good communication abilities in Bengali and English both verbal and writing.

### **Special Proficiency :**

- ✓ Work independently & with team.
- ✓ Leadership & Organizing Capacity.
- ✓ Dedication in work & Responsibilities.
- ✓ Good Communication skill.

### **Personal Information :**

Applicant Name : Bilkis Aktar  
Father's name : Jakir Hussain  
Mother's name : Khadija Begum  
Permanent address : Vill- Pirer Chok, P.O- Khadim Nagar  
P.S: Hazrat Shahporan, Dist- Sylhet  
Date of birth : 13/01/1994  
Nationality : Bangladeshi (By Birth)  
Religion : Islam  
Gender : Female  
Marital status : Unmarried

### **Interests & Hobby :**

Inquisitive about world affairs, Watching TV News, Writing Poem, Internet Browsing, Computer Application, Reading, Traveling & attending seminars.

*Date :* .....

*Signature :* .....

*(Bilkis Aktar)*