

CURRICULUM VITAE

Akhi Begum

House : Polashi 46,
Kazi Ilias, Zindabazar, Sylhet.
Cell No: +8801722101141
E-mail: nadiaaktherakhi@gmail.com



CAREER OBJECTIVE

Obtaining a dynamic & challenging job to utilize academic background for the interest of the organization & my career and enhance my skill that will help to get a respectable position in the related field.

ACADEMIC BACKGROUND

Bachelor of Business Administration (BBA) | 2014–2017

- CGPA: 3.76 on 4 point scale
- Major: Accounting & Information Systems
- Metropolitan University, Sylhet

Higher Secondary Certificate (HSC) | 2012–2013

- Goalabazar Ideal Womens College
- GPA: 4.80 on 5 point scale
- Group: Humanities

Secondary School Certificate (SSC) | 2009–2010

- Shikandarpur Al Hajj Abdul Hafiz High School
- GPA: 4.94 on 5 point scale
- Group: Science

WORK EXPERIENCE

1. Position: Business Executive (1st January 2017 to 31st August 2017)

Company: FAS Finance & Investment Ltd.

Responsibilities: Corporate Visit, Account Opening, Receiving Customers, Customer Follow Up, etc.

RESEARCH EXPERIENCE

- A survey on “The HR Practices and Turnover intention: A Study on Private Commercial Banks in Sylhet”.
- A report on “An Analytical Study of the Competitive Environment and Consumer Retention Strategy in Banking Industry”.
- A survey on “Balance of Payment of The Local People of Sylhet”.

TRAINING

- Trained as an intern at IDLC Finance Ltd. (Sylhet Branch) for three months during 25 October, 2017 to 31st January, 2018.

SELF-APPRAISAL

- Quick Learner, Enthusiastic, Ready to take challenges, Committed to provide quality effort.

COMPUTER PROFICIENCY

- Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Internet Browsing.

LANGUAGE PROFICIENCY

- Proficient in writing and speaking Bangla as a native speaker.
- Proficient in reading, writing, speaking & listening English as a second language.

EXTRA-CURRICULAR

- Member of MU sporting Club.
- Member of Prothom-Alo Bondhushobha

PERSONAL INFORMATION

Father's Name : Shihab Ahmed
Mother's Name : Forida Begum
Date of Birth : 09-10-1993
Religion : Islam
Nationality : Bangladeshi
Marital Status : Single
Blood group : A+ ve
Permanent Address : Village-Mullapara, P.O-Mullapara, P.S-Osmani Nagar, Dist.-Sylhet.

REFERENCES

Jahed Ahmed Chowdhury
Outlet Manager
X-Telecom Pvt. Ltd.
Moulvibazar Sadar, Moulvibazar
Cell: +8801713210729
E-mail: jahedmus@gmail.com

Mohammad Jamal Uddin
Assistant Professor
Dept. of Business Administration
Metropolitan University, Sylhet
Cell: +8801558347255
E-mail: muddin@metrouni.edu.bd

I do hereby ensure that the above all information is true to my best knowledge.

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Akhi Begum