

RESUME

OF

Farjana Akther

for further Information

Mobile: 01749-439187

Email: aktherfarjana151@gmail.com



Career Objectives

Buildup career in challenging and rewarding position at a wining organization where creativity, skill and performance are the criteria for one's appraisal and recognition.

Academic Records

M.Com

University : National University
Subject : Management.
Result : 2nd Class
Passing Year : 2011

B.B.S (Hon's)

University : National University
Subject : Management.
Result : 2nd Class
Passing Year : 2010

H S C

Board : Sylhet Board
Group : Business Studies.
Result : GPA 3.00
Passing Year : 2006

S S C

Board : Sylhet Board
Group : Business Studies.
Result : GPA 3.00
Passing Year : 2004

Computer Skill: Operating System, Microsoft Word, Excel, Power Point, Access.

Present Address: 109/2 sonali R/A Dhamali Para,Akhaliya,Sylhet

Permanent Address: As above.

Personal Details

Name : Farjana Akther.
Father's Name : Mirza Giash Begh.
Mother's Name : Khodeja Begum.
Date of Birth : 27th October 1988.
Nationality : Bangladeshi
Religion : Islam.
Marital Status : Married.

Language Proficiency:

Good command in English and Bengali both written and spoken.

Experience:

1. I worked with Manor It Ltd, Sylhet as Finance and Accounts executive officer. from 1th October 2023 to 23rd October 2024.
2. I worked with RDRS Bangladesh as Accounts and Admin Officer from 5th December 2021 to 29th January 2023.
3. I worked with SHN (Surjer Hashi Clinic, Sreemangal) as Admin Assistant from 23rd November 2020 to 4th December 2021.
4. I worked with SHN Co. as Administrative Assistant from 1st October 2018 to 30th June 2020.
5. I worked with SSKS NGO as Admin Assistant from 12th January 2014 to 30th September 2018.

Reference of Respectable Person:

01. Mohammad Mehedi Hasan
Junior Executive Officer
Shahjalal Islami Bank Ltd, Dhaka Main Br.
Mob. No.: 01911-009973.

02. Md.Kibria
Lecturer Of Management Department .
Yakub Tajul Mohila Degree College,Kulaura.
Mobile. No.: 01737-554513



Signature of Applicant

(Farjana Akther)