

Last Updated : **December 15, 2018**

## **KHADIJA AKHTER**

Address: 23/15, , Pallabi-12 -1216., Mirpur TSO, Mirpur, Dhaka 1216  
Mobile : 01935927960  
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### **Career Objective:**

To obtain a challenging position in a dynamic organization and be an integral part of growth oriented company. To utilize and grow my analytical, research and technical skills in systems Administration.

### **Career Summary:**

I Prefer to work and contribute in a harmonious and dynamic working team and wish to develop my career to work in a challenging environment with sincerity, reliability and commitment, where I can learn and utilize my knowledge that will ultimately lead me to the bright future.

### **Special Qualification:**

- Computer Skills
- Interpersonal Skills
- Research skills
- Client Relations
- Travel Arrangements
- Processing Expense Reports
- Event planning

### **Employment History:**

**Total Year of Experience : 4.5 Year(s)**

1. **Administrative Officer & Senior Teacher ( October 1, 2017 - Continuing)**

**Canvas Educational Institute.**

Company Location : Pallabi, Mirpur

Department: Administration

**Duties/Responsibilities:**

All IT and Administrative work and Teacher.

2. **IT Executive(Oracle Software development and maintance) ( January 1, 2016 - July 31, 2017)**

**Samad Sons Group**

Company Location : Mahatab Center,8th floor

Department: IT Devision

**Duties/Responsibilities:**

IT Executive(Oracle Software development and maintenance),hardware and server problem solve.

3. **Software Developer ( September 1, 2013 - March 31, 2015)**

## MAM TECH LIMITED

Company Location : Kawran Bazer  
Department: Software Development  
**Duties/Responsibilities:**  
Software Developer

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Master of Social Science (MSS)	Sociology	National University	First Class, Marks :65%	2012	1	Successfully Completed Masters Level with 1st Class 8th
Bachelor of Social Science (BSS)	Sociology	National University	Second Class, Marks :57%	2010	4	Successfully Completed Honors Level
HSC	Humanities	Nalchity Degree College, Nalchity	CGPA:3.4 out of 5	2004	-	Successfully completed HSC Level
SSC	Humanities	Nalchity Girls High School, Nalchity	CGPA:3.75 out of 5	2001	-	Successfully Completed SSC Level

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Bangladesh High-Tech Parks(Skill Enhancement Training Program)	Software Development with (ASP.NET Web Form 4.5, ADO.NET,T-SQL)Microsoft Technology/Framework: ASP.NET Web Form 4.5, ADO.NET,	UY SYSTEM LIMITED,DOSH.MOHAKHALLDHAKA	Bangladesh	Dhaka	2015	3 Month
Teacher's training	Teaching	Future Gen International School	Dhaka	8/C Moneshwar Rd,Dhaka- 1209.	2014	50 hours
Diploma in Enterprise Systems Analysis & Design withJ2EE	Enterprise Systems Analysis & Design with J2EE	Daffodil Institute of IT	Bangladesh	Dhanmondi	2013	1.5 Year

### **Professional Qualification:**

Certification	Institute	Location	From	To
Diploma in Enterprise Systems Analysis & Design with J2EE	IDB-BISEW IT SCHOLARSHIP PROJECT	IDB Bhaban, Sher-e-Bangla Nagar, Dhaka-1207	January 1, 2011	October 2, 2013

### **Career and Application Information:**

Looking For : Mid Level Job  
Available For : Full Time  
Expected Salary : Tk. 15,000  
Preferred Job Category : Education/Training, General Management/Admin, IT/Telecommunication, Data Entry/Computer Operator  
Preferred District : Dhaka  
Preferred Organization :  
Types :

### **Specialization:**

Fields of Specialization
• Java EE/ J2EE

### **Language Proficiency:**

Language	Reading	Writing	Speaking
English	High	High	High
Bangla	High	High	High

### **Personal Details :**

Father"s Name : Md. Jalal Ahmed  
Mother"s Name : Zakia Begum  
Date of Birth : November 19, 1987  
Gender : Female  
Marital Status : Unmarried  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : Zakia Monjil, High School Road, , - 8420., Nalchhiti, Nalchity,  
Jhalokathi 8420  
Current Location : Dhaka

**Reference (s):**

	<b>Reference: 01</b>	<b>Reference: 02</b>
Name	: Md. Alamgir Hossin(Ibrahim)	Mian Ahmed Kibria
Organization	: Bangladesh Commerce Bank Limited	Samad Sons Group
Designation	: First Executive Officer(In- charge SWIFT	Managing Director
Address	: Head Office,52-53 Dilkusha,Eunoos Trade	Mahatab Center, Level-8, Purana Palton, Dhaka-1000.
Phone (Off.)	: +8801922800874	
Phone (Res.)	:	
Mobile	: +8801922800874	+8801711560112
EMail	: alamgir_mml@yahoo.com	info@samadsonsgroup.com
Relation	: Relative	Professional

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