

**CURRICULUM VITAE
Of
REHANA AKHTER**



C/O: ABDUL SALAM

Vill: BAKOLIA

P.O : GPO-4000, P.S : BAKOLIA

Dist: Chittagong ,Bangladesh.

Contact No: +8801816742213

Email: akhter2782@gmail.com

rehana@youngonectg.com

Career Objective:

I would like to develop my career in a large, powerful and overwhelming organization, which offers a thoroughly challenging work environment with career development opportunities and where performance is a milestone to success.

Work Experience:

- Working for Youngone BD in Sales dept. as a Merchandiser with Team SALOMON(Since 22JUNE ,2011 to till today),
- TEACHER (2year's) in Shonirbor Bangladesh (save the children).
- 1 year in Ogrojattara(NGO-WOMEN'S RIGHT'S &EMPOWERMENT)

Merchandiser-Youngone :

1. As a merchandiser at Youngone I am responsible for receiving order assort form buyer, purchasing materials from both overseas & local suppliers, tracking & communicating with suppliers to ensure on time material arrival, to meet buyer on time delivery to earn KPI for my company.
2. I am also capable of doing SAP work & payment settlement.
3. Efficient in cost saving & able to collaborate with various dept. for smoothening day to day work.

Scholastic Status:

◇ Masters of Science (M.S)

Institution name : UNIVERSITY OF CHITTAGONG.
Subject : GEOGRAPHY & ENVIRONMENTAL STUDIES
Result : 3.60(Within 4.00)
Passing Year : 2009

◇ Bachelor of Science

Institution name : UNIVERSITY OF CHITTAGONG.
Subject : GEOGRAPHY & ENVIRONMENTAL STUDIES
Result : 3.48(Within 4.00)
Passing Year : 2008

◇ Higher Secondary Certificate [H.S.C]

Institution name : Hajera Taju Degree College , Chittagong
Group : **Science**
Result : 2nd class
Passing Year : 2000
Board : Chittagong.

◇ Secondary School Certificate [S.S.C]

Institution name : BALUAR DIGHEE CITY CORP: GIRL'S High School
Group : **Science**
Result : 1st class
Passing Year : 1998
Board : Chittagong.

Personal Details:

Father's name : ABDUL SALAM
Mother's name : Nur Nuher
Date of birth : 15th August, 1982
Gender : Female.
Marital status : Married
Nationality : Bangladeshi.
Religion : Islam.
Blood Group : AB+

Computer Literacy:

- OFFICE MANAGEMENT ,

Language Proficiency: I have good command over speaking and writing skills in Bengali (mother tongue) and English (foreign language).

References :

Mr.Iqbal
SENIOR Manager
YOUNGONE CORPORATION, CTG
Cell : 01817724961

Bikash Kusum Chakrabarti
Deputy General Manager
YOUNGONE CORPORATION, CTG
KEPZ , Anowara, Chittagong.
Cell : 01979701293

Declaration of Authenticity:

I, the applicant clarify that, according to my knowledge and belief, this CV correctly narrated my qualifications and myself.



REHANA AKHTER