

Contact:

Phone Number: 01625594252

Address: 48/5 R/A Jalalabad Amberkhana, Sylhet.

E-mail Id: aktharmarzana3@gmail.com

LinkedIn Profile: <https://www.linkedin.com/in/marzana-akthar-638214202/>

Marital Status: Married



Marzana Akthar

Profile:

I am a mature, positive and hardworking individual, who always strives to achieve the highest standard possible, at any given task. My greatest passion in life is using my technical know-how to benefit other people and organizations.

Experience:

(1)

Assistant Teacher

Banyan British School

Duration: 10 months

Responsibilities:

- Leading the class
- Preparing lesson plan & weekly report
- Carrying out administrative task

(2)

ZATL Securities Limited

Intern

Duration: 3 months

Responsibilities:

- Interacting with clients.
- Helping clients with opening BO account.
- Assisting in other administrative activities.

(3)

Black Brains

Virtual Intern

Duration: 2 weeks

Responsibilities:

- Research and development.
- Handling team.
- Analytical Activities.

Education:

IELTS

Band Score: 7.5

Listening (8.5) Reading (7) Writing (7) Speaking (7.5)
2022

Metropolitan University, Sylhet.

BBA - Major: Finance

CGPA 3.39 out of 4

2021

Scholarshome, Sylhet.

HSC – Business Studies (English Version)

GPA 4.67

2016

Scholarshome, Sylhet.

SSC – Business Studies (English Version)

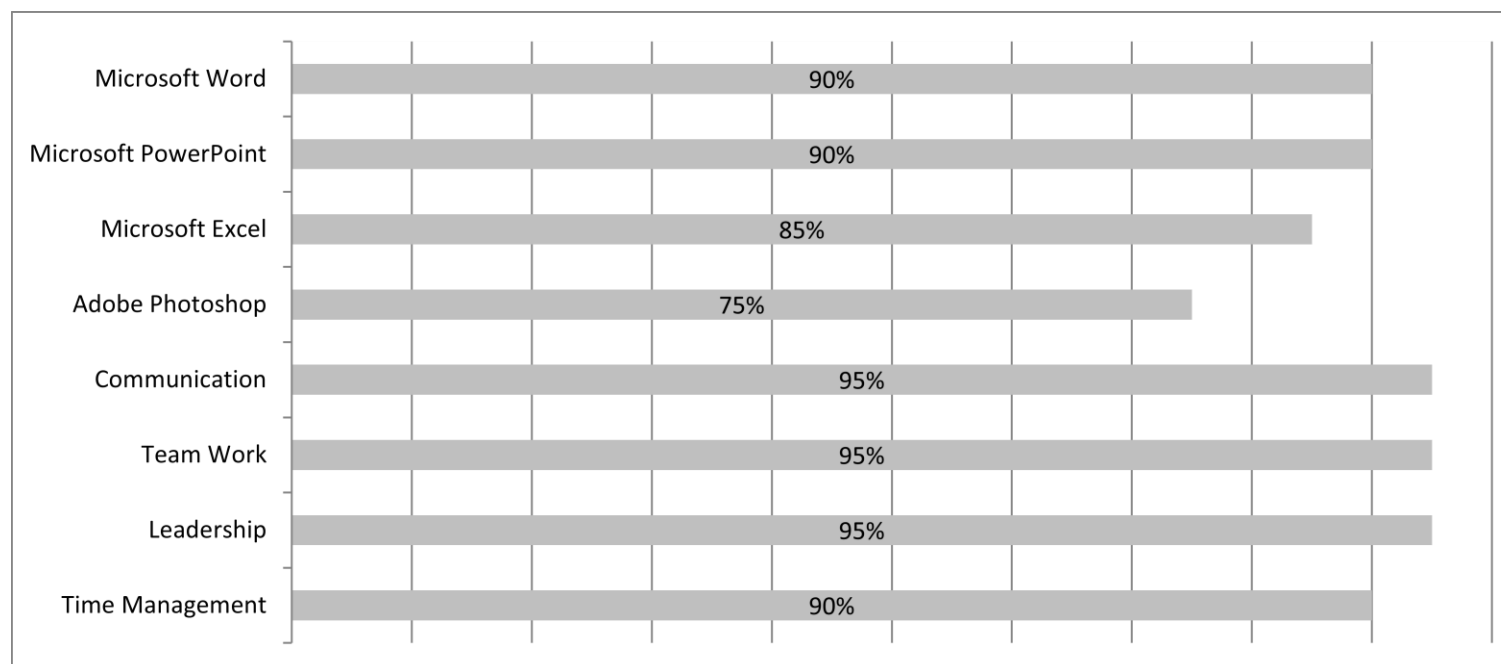
GPA 5.00

2014

Extra – Curricular Activities:

- Participated in Case-Solving Competition.
- Volunteered at cultural events.
- Participated in business fair.

Skills:



Personal Qualities:

- Self-motivated.
- Having an eye for details.
- Adaptive.
- Ambitious.
- Competitive.
- Optimistic.
- Trustworthy.
- Goal oriented.

Reference:

- **Farhana Begum Juhi** | Academic Leader | Banyan British School | juhi.banyanbritishschool@gmail.com
- **Sukanta Deb** | Branch Incharge | ZATL Securities Limited | 01717131760
- **Jhanbi Joynob Tuli** | Officer of Media and Promotion | Black Brains | 01777654495