

**RABEYA AKTER**

**Address:** 89/6, Nasiruddin Sardar Lane,  
Kaltabazar, Dhaka.

**Contact No.:** +88 01521 108425, +88 01686 706379

**E-mail:** rabeyaakter.jnu.95@gamil.com



---

**CAREER OBJECTIVE:**

I want to be an effective and efficient member of the organization by applying my academic knowledge and potentiality to develop my career and want to establish myself in the leading position. I am ready to work in such an environment that will enhance my knowledge and career, where I can perform my management skills according to my strong efficiency.

---

**ACADEMIC QUALIFICATION:****Masters of Business Administration (M.B.A.)**

**Institute** : Jagannath University  
**Department** : Accounting and Information Systems  
**Achievement** : 3.40 out of 4  
**Passing Year** : 2018

**Bachelor of Business Administration (B.B.A.)**

**Institute** : Jagannath University  
**Department** : Accounting and Information Systems  
**Achievement** : 3.50 out of 4  
**Passing Year** : 2017

**Higher Secondary Certificate (H.S.C)**

**Major** : Business Studies  
**Achievement** : 5.00 out of 5  
**Passing Year** : 2012

**Secondary School Certificate (S.S.C)**

**Major** : Business Studies  
**Achievement** : 5.00 out of 5  
**Passing Year** : 2010

**STRENGTHS:**

- A self-motivated person with honest, reliable, hardworking & proactive thinking
- Always keen and ready to learn
- Strong technical knowledge
- Excellent team-player, open and constructive in attitude
- Able to work flexibly as part of a high performing team.

**CAN OFFER THE EMPLOYER:**

- Devotion towards job responsibility
- Remarkable leadership potential
- Excellent presentation and communication skill
- Capability to work in teams within a diversified workforce

**TRAINING:**

**Course Name** : Professional Customer Service (PCS)  
**Institute** : FIFOTech (Under SEIP, BACCO)  
**Topics covered/learned** : MS. Office, Business Process Outsourcing (BPO), Customer Service Skill, Communication Skill, Office Management, Occupational Health & Safety.  
**Duration** : 55 classes.

**INDUSTRIAL TRAINING / INTERNSHIP:**

**Organization Name** : Jamuna Bank  
**Topic** : Credit Risk Management  
**Duration** : 3 Months

**INTERPERSONAL SKILLS AND COMPETENCIES:**

- Have a good knowledge in **Microsoft Office, Adobe In design, Windows OS, E-mail, Internet Applications**, and other fundamental application.
- Have the ability to write and speak fluently in both **Bengali and English** language.

**WORKSHOP / SEMINAR:**

Title	Organized By	Place	Date
A seminar Career Excellence	ICAB	Jagannath University	29 October 2016
Corporate Strategy Develop	ICMAB	Jagannath University	21 March 2015

**EXTRA CURRICULUM ACTIVITIES**

- **Senior Member** of AIS Business Club, Jagannath University
- Have a good command on writing and debating.

**PERSONAL INFORMATION:**

**Father's Name** : Mohammed Mohsin  
**Mother's Name** : Mortuza Begum  
**Date of Birth** : March 19, 1995  
**Blood Group** : O+  
**Nationality** : Bangladeshi  
**NID No.** : 7778321716  
**Permanent Address** : Bashuduhita, Baroitola, Candraganj, Lakshmipur

**REFERENCES:**

**Prof. Dr. Md. Ali Noor**  
 Professor  
 Dept. of Accounting & Information System  
 Jagannath University  
 Contact No.: +88 01815 006877  
 Email: alinoordu@yahoo.com

**Farah Kalam**  
 Specialist, Operations  
 FIFO Tech  
 Contact No.: +88 01711 086173  
 Email: farahkalam03@gmail.com

I am assuring that the information I have mentioned above are all true.

.....  
**Rabeya Akter**