

# Sajna Akther

Contact No. 01750884174, E-mail Address: shejuthysaaj@gmail.com

Face book ID: Shejuthysaaj



## Career Objectives:

An exciting and creative position in a organization where there is opportunity to work with people in an environment of excellence & passions and thus build a better career, objective and goal of the organization in light of my efforts & skills in competitive atmosphere.

## Educational History:

### ■ Diploma in Engineering:

Institution : Sylhet Polytechnic Institute, Sylhet

Passing Year : 2013

Result : 3.37 CGPA (out of 4)

Result : Session : 2009-2010

### ■ S.S.C (Secondary School Certificate Examination):

Institution : South Surma High School

Passing Year : 2008

Result : 3.81 GPA (out of 5)

Session : 2006-2007

## Software Application:

- Excellent Knowledge and operating capacity in Word Processing programs including Ms Office 2003, 2007, 2010, 2012, 2013, 2015 and Excel Communication in Internet Browsing & Mailing. Also have an Excellent typing speed in English & Bijou 2007, 2010, 2012 Bangla typing. (Avro & Bijoy 2012)
- Graphics Design ( Adobe Photoshop, Above Illustrator )

## Training :

- Diploma in Computer Science ( Six Months)
- Diploma in Graphics Design ( Six Months)
- Industrial Training of Basic Electronics (Three Months)

## Language Proficiency:

- Bengali : Mother tongue
- English : Fluent both in spoken & written

## EXperience:

- Office Assistant  
Nywta Computer Training Academy (East Darga Gate, Amborkhana, Sylhet)  
Two years & Six Months (05/05/2014 – 31/11/2016 )
- Office Assistant  
Daily Provat vela ( Surma Tour, Surma Market, Sylhet )  
Three Months (15/01/2017 – 01/04/2017)
- IT Instructor at AIMS (**Academy of International management Studies**)  
From 01 May 2017 to till now, with (Data entry and file management of Study Aboard / visa processing).

## Personal Strength:

An honest, reliable, self-motivated & hardworking girl with a positive attitude towards my career & my life.

## Personal Details:

Name	:	Sajna Akther
Date of Birth	:	21/07/1991
Father's name	:	Late Iskandar Ali
Mother's name	:	Howarunnessa
Gender	:	Female
Health	:	Excellent.
Home District	:	Sylhet
Marital Status	:	Unmarried.
Blood Group	:	AB+
Country	:	Bangladesh.
Nationality	:	Bangladeshi by Birth.
Permanent Address	:	Lawai, South Surma, Sylhet
Present Address	:	Do.
Religion	:	Islam.

## References:

**1. Satya Ranjan Sarkar**  
Director  
Nywta Computer training Academy,  
Contact No. 01818651912

**2 Shajuddinmd abul Khaer Saju**  
Instructor of Electronics Department  
Sylhet Polytechnic Institute, Sylhet.  
Contact No. 01712593653

**Signature:**

**Date** : .....