

Last Updated : **October 22, 2018**

SHAMIMA AKTAR ASHA

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Career Objective:

Intend to build a prosperous career by utilizing my knowledge, skills & qualifications.

Employment History:

Total Year of Experience : 2.3 Year(s)

1. Assistant Teacher (August 5, 2017 - Continuing)

PRAN-RFL Public School

Company Location : Olipur, Habiganj

Duties/Responsibilities:

To plan and prepare appropriately the assigned courses and lectures.

To conduct assigned classes at the scheduled times.

To demonstrate competence in classroom instruction.

To implement the designated curriculum completely and in due time.

To plan and implement effective classroom management practices.

To design and implement effective strategies to develop self-responsible/independent learners.

To promote students' intrinsic motivation by providing meaningful and progressively challenging learning experiences which include, but are not limited to: self-exploration, questioning, making choices, setting goals, planning and organizing, implementing, self-evaluating and demonstrating initiative in tasks and projects.

To engage students in active, hands-on, creative problem-based learning.

To provide opportunities for students to access and use current technology, resources and information to solve problems.

To provide opportunities for students to apply and practice what is learned.

To engage students in creative thinking and integrated or interdisciplinary learning experiences.

To build students' ability to work collaboratively with others.

To adapt instruction/support to students' differences in development, learning styles, strengths and needs.

To vary instructional roles (e.g. instructor, coach, facilitator, co-learner, audience) in relation to content and purpose of instruction and students' needs.

To maintain a safe, orderly environment conducive to learning.

To comply with requirements for the safety and supervision of students inside and outside the classroom.

2. Assistant teacher (September 1, 2016 - August 3, 2017)

Buds kg & high school

Company Location : Habigonj

Department: Mathematics

3. Receptionist cum accountant (August 8, 2015 - October 31, 2015)

Institute of Chartered Professional Accountant

Company Location : City Center,Zindabazar,Sylhet

Duties/Responsibilities:

My responsibilities are:

1. To maintain students update information,
2. To records and maintain all types of accounts,
3. To communicate with students as well as their guardians.
4. To pay & receive bills from different banks.
5. Receiving calls and
Hosting on seminars etc.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters of Business Administration	Finance & Banking	Sylhet International University, Sylhet	CGPA:3.85 out of 4	2015	1
Bachelor of Business Administration	Finance & Banking	Sylhet International University, Sylhet	CGPA:3.88 out of 4	2013	4
Diploma in Computer Science & Engineering	Diploma in Computer Science & Engineering	National youth Development & Career Building Academy	Appeared	2013	-
HSC	Science	Sheikh Khalifa Bin Zayed Bangladesh Islamia School & College, Abu Dhabi, U.A.E. [Foreign Institute]	CGPA:4.8 out of 5	2007	-
SSC	Science	Sheikh Khalifa Bin Zayed Bangladesh Islamia School & College, Abu Dhabi, U.A.E. [Foreign Institute]	CGPA:4.81 out of 5	2005	-

Professional Qualification:

Certification	Institute	Location	From	To
Bank Internship	Dhaka Bank Ltd	Habigonj	May 4, 2015	July 30, 2015
Bank Internship	Shahjalal Islami Bank Ltd	Dargah Gate, Sylhet	April 18, 2013	July 18, 2013

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Expected Salary : Tk. 10,000
Preferred Job Category : Accounting/Finance, Customer Support/Call Centre
Preferred District : Habiganj, Sylhet
Preferred Organization : Banks, University, College, Advertising Agency, Event Management, NGO, Multinational Companies, Consulting Firms, Audit Firms /Tax Consultant, Hotel, Group of Companies, Call Center

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • Credit Card • Deposit • Foreign Exchange • Islamic Banking • Remittance • Cash Management • Corporate Finance • MBA/ BBA • Financial/ Banking service • Office Assistant 	<p>1. I have the experience of conducting survey on "Service provided by Sylhet City Corporation". For this purpose I regularly communicate with the families, individuals, employees of various organization to know their opinion.</p> <p>2. We have a course on "Small Business & Entrepreneurship" for which we need to conduct a "Small Business" on our campus for three days to gather knowledge for practical life. As I am class representative of our section I took major decision about almost every part of that small business which help my planning, organizing, leading, motivating and controlling skill alot. And last but not least that small business help me to manage account segment. As my main focus on that time to serve maximum quality with as much as possible minimum return.</p> <p>3. I also conduct a survey on "Job Satisfaction on Bank's employees".</p> <p>4. In my tutoring work I assist my younger siblings as well as younger children of neighbor.</p>

Extra Curricular Activities:

I am active user of social network like facebook, whatsapp, viber etc.

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High
Hindi	Medium	Low	Medium

Personal Details :

Father's Name : Mohi Uddin
 Mother's Name : Nurun Nahar Begum
 Date of Birth : February 6, 1989
 Gender : Female
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Nur Bhavan, Holding no.5790, West Tegoria, 2no. pol, Eid Gha Road, Habigonj.
 Current Location : Habiganj

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Abdul Latif	Mohammad Sadrul Islam
Organization	: Sylhet International University	Dhaka Bank Ltd
Designation	: Associate Professor & Dept. Head of BA	AVP & Manager
Address	: Kumar Para, Jhormar Par. Sylhet	Dhaka Bank Ltd, Habigonj Branch, Khaja Garden City, Town Hall Road
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Relation	: Academic	Professional