

Curriculum Vitae



Sheik Khadiza Akter

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Father's Name: Sheik Kawser Miah

Mother's Name: Mrs. Parvin Akter

Date of Birth: 31 December 1996

Religion: Islam

Present Address:

22 Lakripara, Shibgonj, Sylhet

Permanent Address:

Mazdehee, Tea Estate, Narayanchara, 3211, Sreemangal, Mouluvibazar

Objective

I am seeking employment with a company where I can use my talents and skills to grow and expand the company, also my aim to work in an environment with strong responsibilities and where job satisfaction & career development will be provided.

IT SKILL:

- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Typing (EN 40wpm, BN 40wpm)

TRAINING:

- Customer Service
- Sylhety Nagri
- HTML
- IELTS
- Teaching Language

LANGUAGE SKILL:

- Bangla Native Speakers
- English Advance Speakers

PERSONAL SKILL

- Advising people
- Building new business
- Comparing results
- Maintaining files
- Quick learner
- Motivating others
- Multi- tasking
- Ability to work under pressure
- Writing letters,proposal
- Planning organizational needs

WORK EXPERIENCE:

American Language Institute

MAR 15 – APR 17

A Training division of Destiny associates Pvt Ltd.

H-43, R-2, B-E, Shahjalal, Uposhohor, Sylhet

Phone : 0821-719223 Mob : 01789 596 393, 01790 116 126

web : www.ali.com.bd email : info@ali.com.bd

Staff

- Do other work as required by other divisions of Destiny Associates
- Type English, Bengali, Syloti Nagri
- Transcribe Syloti or Bengali and translate into English
- Teach all phases of Syloti language
- Manage all aspects of English classes, Manage CALL center as needed
- Assist the foreign language-facilitator as necessary
- Enroll and manage students and handle customer services
- Train new staff regarding all aspects of DLC
- Use word processing, spreadsheet
- Receive and direct visitors and clients
- General clerical duties including photocopying, mailing
- maintain electronic and hard copy filing system

Academic Qualification

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

Subject: Humanities

Institution: The Buds Residential Model School and College

Board: Sylhet

Passing Year: 2011

GPA: 4.56 out of 5

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

Subject: Humanities
Institution: Moulvibazar Govt. College, Moulovibazar.
Board: Sylhet
Passing Year: 2013
GPA: 4.50 out of 5

➤ **Graduation**

Subject: LL.B(Hon's)
Institution: Leading University, Sylhet
Board: Sylhet
Duration: 4 years (2015-2018)
CGPA: 3.56 out of 4

REFERENCE:

Afzal Khan
Admin and Finance Manager
Destiny Associates (Pvt.) Ltd.
Upshohor Sylhet
Mob: 01755836651