

PERSONAL INFORMATION

Tahera akhter

 Vill: Murirgul, Ward: 05, Barlekha, Moulvibazar, 3250 Barlekha (Bangladesh)

 01733646844

 taherameer1995@gmail.com

PERSONAL STATEMENT

To secure a position with a global leading organization that values commitment, motivation, team work and professionalism in the the field of technology and Business.

EDUCATION AND TRAINING

01/01/2015–20/07/2019

Bachelor of Arts

EQF level 6

National University, Barlekha (Bangladesh)

Bachelor of Arts in Humanities.

01/05/2012–01/06/2014

Higher Secondary Certificate Examination

Nari shikha Academy, Barlekha (Bangladesh)

Humanities Group

01/01/2010–01/03/2012

Secondary School certificate Examination

Matriculation Exam

Barlekha Girls High school, Barlekha (Bangladesh)

Humanities Group

PERSONAL SKILLS

Mother tongue(s)

Bengali

Foreign language(s)

English

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
B2	B1	B2	B2	B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

Very good Communications skills gained through working different environments and cultured people.

Organisational / managerial skills

Very good organisational skills gained providing training to international candidates while working for Opteam in Finland.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Basic user	Basic user	Basic user	Independent user	Independent user

Digital skills - Self-assessment grid

Basic command on MS office package.

ADDITIONAL INFORMATION

References

Suheba Akhter
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