

Curriculum Vitae Of

AlifaAkter

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CAREER OBJECTIVE

To build up career in challenging and rewarding position at a winning organization where creativity, sincerity, skill, and performance are the criteria for one's appraisal and recognition.

WORKING EXPERIENCE

SONIC GROUP OF INDUSTRIES

Designation : Customer Manager
Location : Bosundhara City, Panthpath, Dhaka.
From : 1stFebruary 2016 to Till now

PRAN-RFL Ltd

Designation : Deputy Manager
Location : Adabor, Ring road, Mohammadpur, Dhaka
From : 01, February 2013 to 30, January 2016

NIRMOL UDDYOG LIMITED

Designation : Customer Care
Location : D.O.S.H Baridhara, Dhaka
From : 01, May, 2011 to 30 January 2013

EDUCATIONAL QUALIFICATION

M.A (Master's of Arts)

Institute Name : Eiden College
University : National University
Subject : Philosophy
Passing Year : Appeared

B.A (Degree pass course)

Institute Name : Govt. Titumir College
University : National University
Session : 2011-12
Result : 2nd Class

Passing Year : 2016

Higher Secondary School Continues (H.S.C)

Institute Name : Firoza Bashar Ideal College
Board : Dhaka.
Year of Examination : 2011
Group : Humanities
Result : GPA- 3.80

Secondary School Certificate (S.S.C)

Institute Name : Badshah Faisal Institute
Board : Dhaka.
Year of Examination : 2009
Group : Humanities
Result : GPA- 3.19

COMPUTER SKILLS

- Windows Operating System 98 and Windows XP, MS-Word, Excel.
- Data Analysis Using MS- Excel For Windows
- All kinds of internet environment (What are available).

CAPABILITIES

- Good organization and interpersonal communication skills.
- Ability to work in a team environment.
- Self-confident and being positive.
- Ability to manage time and being flexible.
- Ability to work efficiently under pressure and fulfill deadlines.
- Willing to accept responsibility or within a minimum supervision.
- Open minded in adapting to new and challenging situation.

PERSONAL INFORMANTION

Father's Name : Abdul Haque
Mother's Name : Bilkis Begum
Religion : Islam
Date of Birth : 16 March 1994
Sex : Female
Marital Status : Unmarried
Nationality : Bangladeshi
Blood Group : O+
Permanent Address : Village: Jaforpur, Post office: Ibrahimpur,
Police Station: Nobinagar, District: B.Barua.

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