

RESUME

Mahmuda Akter

Bachelor of Social Science

House-2777, Shantikutir, Abdul Hakim Lane

Sabujbag, Halishahar-4216, Chattogram

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Objective

Multi-faceted contributor with verifiable success in sourcing, negotiating, facilitating experience at study, social activities & athletics. Focusing on innovativeness, proactive & visionary with hard & strategic moves.

EXPERIENCE

Company Name : Speedway International pvt. Ltd
Position Title : Management Trainee (Apprentice)
Specialization : Operations.
Duration : 01-07-2020 to 30-12-2023 (3 Year's)

Work Description:

Responsibilities:

1. Assist with reviewing of expenses, payroll records etc. as assigned.
2. Assists prepare and submit weekly/monthly reports.
3. Assist with other accounting projects.

TRAINING & EXPOSURE

Sl.	Training Program	Organized by (Name of Institute)	Local/ International	Duration (hrs/ days)	Year
1	Intermediate Accounting Training	The Institute Of Accounting & Finance	Local	3 Days	2020

CERTIFICATION ON COURSES

Course Name	Institute	Obtained Time
Computer Information System	Bijoy Computer Training Center	6 Month's (2015)
Sewing/Cutting	Satata Handi Craft.	1 Year's (2017)

ADDITIONAL INFORMATION

PERSONAL TRAITS AND ATTITUDE:

- Expert in operating Office software (MS Word, Excel, Access, PowerPoint).
- Excellent cross-cultural communication skills.
- Passion for continuous learning and personal growth.
- Highly motivated and driven, with strong desire to excel.

ACADEMIC TRACK RECORDS

Degree Obtained (Major)	Institute/Board/University	Year Of Passing
BBS (Bachelor Of Social Science)	National University of Bangladesh	2011
HSC(Arts)	Government Bangla College	2006
SSC(Science)	Alhaj Abbas Uddin High School	2002

PERSONAL INFORMATION

Full name : Mahmuda Akter
Father's Name : Md. Sahab Ali
Mother's Name : Shelina Begum
Date of Birth : January 11, 1988
Marital Status : Married
National Id No : 6432878590
Religion : Islam
Present Address : House-2777, Shantikutir, Abdul Hakim Lane,
Sabujbag, Halishahar-4216, Chattogram.
Permanent Address : B1-15, Mohakash Biggyan Bhabon, Agargaon,
(sparrso), Dhaka.

REFERENCE

Mr. Ikramul Hoque Lecturer, Dept. Of Mathematics Tejgaon College. Tejgaon, Dhaka Cell:- 01711-113933	Mr. Kamruzzaman Noman Senior Acoounts Executive Speedway International Pvt. Ltd. Agrabad, Chattogram Cell:- 01789-362 855
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