

CURRICULUM VITAE

OF

Nargis Akter



MAILING ADDRESS:

House- 980, Road- 16, Adabor,
Mohammadpur, Dhaka-1207.
Contact No: 01790160389
Email: nargisakter01995@gmail.com

CAREER OBJECTIVE:

To dedicate myself to the enhancement of the organization's productivity, brand development, strategic marketing and expanding the goodwill of the organization by applying my operational, technological, managerial and communication skills to achieve the full potential. Highly willing to undertake challenges and reach the desired goals.

Academic Qualification:

BBA (Hon's)

Institution : Siddheswari Girls' College and University
Subject : Accounting
Passing Year : 2016
Board : National University
Result : 2.85 (out of 4:00)

Higher Secondary Certificate (H. S. C)

Institution : Motijeel Ideal School and college
Group : Business studies
Passing Year : 2012
Board : Dhaka
Result : 4.70 (out of 5:00)

Secondary School Certificate (S.S.C)

Institution : Motijeel Ideal School and college
Group : Business studies
Passing Year : 2010
Board : Dhaka
Result : 4.44 (out of 5:00)

Jobs Experience:

Institute Name : North City School and College
Designation : Assistant Teacher
Address : Adabor-14, Mohammadpur, Dhaka-1207.

Job Responsibility:

- Communicating with customer and represent the organization.
- Convincing customers regarding any query and problem of company's product.
- Make tour as per customers Demand.

Communication skills:

- Have good interpersonal communication skills.
- Have an excellent ability of focusing face to face negotiation in any situation.
- Have an ability of motivating individuals or a group.

Computer Skills:

- Proficient in MS Word, Excel and PowerPoint, Web Browsing, Using Communication Tools and Email.

Language Proficiency:

- Bangla: Complete command over the language
- English: Able to use and make basic communication

Personal Information :

Father's Name	: Amir Hossain
Mother's Name	: Sultana Rajia
Permanent Address	: House- 980, Road- 16, Adabor, Mohammadpur, Dhaka-1207.
Date of Birth	: 04-08-1995
National ID	: 1506510609
Nationality	: Bangladeshi (by birth)
Sex	: Female
Nationality	: Bangladeshi
Marital Status	: Married
Religion	: Islam
Blood Group	: B+

Declaration of Authenticity:

I hereby declare that the above-mentioned details are authentic and true to the best of my knowledge.

Nargis Akter

Signature