

**Resume
of
Amena Akter**
Cell: 01732354732,01678861069



Contact Details:

Khailshindur, Mirzapur, Tangail.

CAREER OBJECTIVE:

To work in such a position where I would get dynamic break in my career as well as efficiency an capability could help the political Science to make effective decisions and my skill serve the purpose of organization.

ACADEMIC QUALIFICATION:

Bachelor of Business Administration (B.B.A)

Name of institute : Kaliakoir Degree College
Subject : Management
Board : Dhaka
Year of Passing : 2024
Result : 3rd year running.

Higher Secondary Certificate (H.S.C)

Name of institute : Mirzapur Govt. College.
Group : Business Studies
Board : Dhaka
Year of Passing : 2019
Result : GPA 3.75 Out of 5.00

Secondary School Certificate (S.S.C)

Name of institute : Warshi Grils High School.
Group : Business Studies
Board : Dhaka
Year of Passing : 2016
Result : GPA 3.89 Out of 5.00

Language Proficiency

- *Fluent in Bengali and English, Excellent at written and spoken in English.*

Computer Knowledge

- *Application Software: MS Word, MS Excel, MS Power Point, Internet Browsing*

PERSONAL INFORMATION

Name : Amena Akter
Father's Name : Aynal Haque
Mother's Name : Bakul Begum
Nationality : Bangladeshi
Sex : Female
Religion : Islam
Marital Status : Unmarried
Date of Birth : 10/10/1999
Blood Group : B (Ve+)
Height : 5 Feet 2 inch
Permanent Address : Vill : Khailshindur, P.O: Warshi,
P.S: Mirzapur, Dist: Tangail.

Declaration

I hereby consciously ascertain that all the particulars mentioned above are true. I myself well be liable for any misinformation mentioned here with

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Amena Akter

Date:20/01/2022