

**MUNIA**

**AKHTAR**

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Location: Sharjah, United Arab Emirates



## **SUMMARY**

To explore the opportunity for active involvement in a development and progressive organization offering the full utilization of my education, knowledge, skills, and experience towards achieving the organization's goals.

## **EDUCATION**

### **Bachelor of Business Administration**

Institute : Habibullah Bahar University College (Dhaka, Bangladesh)

Subject : Finance and Banking

Grade : 3.37

Graduation year : 2024

### **Higher Secondary Certificate**

Institute : Bangladesh Commerce College (Dhaka, Bangladesh)

Subject : Business Studies

Grade : 3.67

Graduation year : 2018

## **Secondary School Certificate**

Institute : Doleshwar Adarsha High School (Dhaka, Bangladesh)

Subject : Business Studies

Grade : 3.39

Graduation year : 2016

## **EXPERIENCE**

### **SOUTH EAST HOSPITAL**

Post : Receptionist

Starting : 06 January 2023

Ending : 30 June 2024

## **LANGUAGES**

**BANGLAI** : First Language

**ENGLISH** : B2 ( Reading, Writing, Speaking well)

**URDU** : Communication well (A2)

**HINDI** : Communication well (A2)

## **RESIDENTSHIP STATUS**

Issuing Date : 27 February 2024

Expiry Date : 26 February 2026

## SKILLS

- » MS Office Suite
- » Database management
- » Networking
- » Negotiation technique
- » Commitment to excellence
- » Communication skills

## PERSONAL INFORMATION

Name : Munia Akhtar

Date of Birth : 12 November 2000

Gender : Female

Religion : Islam

Marital Status : Single

Nationality : Bangladeshi