

MUNIA AKHTAR

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Location: United Arab Emirates



Educational Qualifications

- Bachelor of Business Administration (Finance and Banking)
 - Habibullah Bahar College, Dhaka, Bangladesh (2018–2022)
 - CGPA: 3.37
- Higher Secondary Certificate (HSC), Bangladesh Commerce College, Dhaka (2016–2018)
 - Business Studies Group
 - GPA: 3.67
- Secondary School Certificate (SSC) - Doleshwar Adarsha High School, Dhaka (2014–2016)
 - Business Studies Group
 - GPA: 3.39

Work Experience

- Internship in General Banking – Janata Bank PLC, Dhaka, Bangladesh (6 months)
- Receptionist at South East Hospital – 1 year

Languages

- English
- Bangla
- Hindi, Urdu (Speaking only)

Skills

- MS Word
- MS Excel
- PowerPoint
- Networking
- Negotiation technique
- Commitment to excellence
- Communication skills

Residency Status

- Issuing Date: 27 February 2024
- Expiry Date: 26 February 2026

Personal Information

Date of Birth: 12 November 2000

Gender: Female

Religion: Islam

Marital Status: Single

Nationality: Bangladeshi.