



CURRICULUM VITAE

SABRINA AKTER

Sabrina Akter | Receptionist

PROFILE

Full Name : Sabrina Akter
Mailing Address : Savar,Dhaka
Permanent Address : Savar ,Dhaka
Date of Birth : 03/08/1989
Height: (5.5 inch)
NID NO ; 5089133697
Nationality : Bangladeshi
Marital Status : Married
Religion : Islam
Home District : Dhaka
Blood Group : A+ positive (ve +)

CONTACT

✉ Sabrinaakter0308@gmail.com

☎ +971529142327

EXTRA COURSE

- ♦ **Computer Basic Training Course:**
Under the "IT Education Program" a Project of TIT
Approved by Govt. of the People's Republic of
Bangladesh.

EDUCATION

- **Master's of Arts (MA)**
National University
Passing Year:2022, CGPA-Pass(First Division)

- **Degree pass course (BSS)**
National University
Passing Year:2018, CGPA-Pass(First Division)

- **Higher Secondary Certificate (HSC)**
Board:Dhaka,Passing Year:2008,GPA- 3.80

- **Secondary School Certificate (SSC)**
Board:Dhaka,Passing Year:2006,GPA- 3.69

- **Primary School Education:**
Gulf Asian School (Sharja, UAE)
Gulf Model School (Dubai, UAE)

SKILLS

- ♦ System Evaluation
- ♦ Teamwork
- ♦ Leadership
- ♦ Project management
- ♦ Creativity
- ♦ Monitoring
- ♦ Ability to work under pressure
- ♦ Communication Skills

COMPUTER

IS Word, MS Excel, MS Access, MS PowerPoint

Internet Browsing

- ♦ Video editing
- Windows OS

STRENGTH

- Hard working
- Self-motivated, Enthusiastic and Punctual
- Dynamic and creative in thinking
- Sense of good organizational behavior

CAREER AMBITION

An ambitious and focused employee who is able to use his own initiative and is comfortable working in busy office or field environment with

dedication, innovation and hard work for vulnerable people in order to achieve complete organizational goals through your organizational guidelines at any kind of situations

DECLARATION

I am, Sabrian Akter certify that the above information is right to the best of my knowledge, and belief. These data correctly describe my qualifications. I understand that the giving of false or incomplete information may lead to the refusal of my application or cancellation of enrolment. I give permission to obtain official records from any educational institution attended by me.

LANGUAGE

Language	Reading	Writing	Speaking	Listening
English	Excellent	Excellent	Excellent	Excellent
Hindi/Ordu	Excellent	Excellent	Excellent	Excellent
Bangla	Excellent	Excellent	Excellent	Excellent
Arabic	N/A	N/A	Good	Good

Experience

01. Receptionist:

AL RANEEN MEDICAL CENTRE L.L.C
Lucky Plaza Building, M-2 Floor, Opposite
Al Ansari Exchange, UAE.

Working Period: 1 year (4-2-2023 to 29-2-2024)
Telephone Number: 037655602

02. Receptionist:

Company Name : Alif Management Consulted Limited
Address : Tejturi Para, Kawran bazar, Dhaka,
Bangladesh.

Period : 02 years 03 months.

Mob : 01711 170 661

03. Receptionist:

Company Name : Golden Moon BD Ltd.
Address : SFB # 01, Cumilla EPZ,
Cumilla-3500, Bangladesh.

Period : 02 years 05 months.

Mob : 01712 929 777

Cake Business : Own Business

Period : 02 years

Face Book Page Name: Dilruba World


Link: <https://www.facebook.com/Dilruba-Fashion-103933514433501/>

VISA TYPE

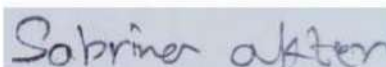
Family Visa

HOBBIES

Reading science, novel and Humorous Story
Traveling, Watching

 Movies, Enjoying Music and Sports

Yours truly,



Sabrina Akter
Phone: +971529142327
HILI I/A, AL AIN, ABU DHABI, U.A.E.