



MARUFA AKTER



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EDUCATION

United International University

- Bachelors of Business Administration (BBA)
- CGPA: 3.84 on a scale of 4.00**
(Summer'22 - Present)

Engineering University School and College

- Science
- GPA: 4.17 on a scale of 5.00**
(2017-2019)

SKILLS

- Time Management
- Critical Thinking
- Microsoft Office
- Effective Communication
- Power BI
- Data Analysis
- Data Visualization

LANGUAGE

Bangla (Native)

English (Fluent-IELTS band 7.5)

HOBBIES

- Indoor gardening & plant care
- Playing Chess
- Reading Novels

Career Objective

I'm a dedicated and detail-oriented BBA student majoring in Business Analytics at United International University, committed to developing analytical expertise and professional competencies. I'm highly motivated, adaptable and eager to gain hands-on experience in a professional setting. Possesses strong communication, organizational, and analytical skills, with a proactive attitude toward learning and contributing to team success.

WORK EXPERIENCE

- February 2026 - Present
United International University
Undergraduate Assistant
 - Supported 50+ students by answering queries and providing academic guidance
 - Developed strong communication through regular interactive sessions with students
- 2020 - Present
Remote
Freelance Projects
 - Data cleaning and structuring in Microsoft Excel
 - Advanced formulas and Pivot Tables for analysis
 - Interactive dashboards and reports
 - Customized Excel-based business solutions

ACHIEVEMENTS

UIU Scholarship Awards

- Received UIU scholarship Award for 5 consecutive trimester for being one of the **Top 10%** students

REFERENCES

Dr. Mohammad Tariq Hasan

Associate Professor, School of Business & Economics (SoBE) & Deputy Director, BBA

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Juhayer Rouf

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