

Curriculum Vitae of Mansura Akter

Address: Polykleos 39,
TK: 11631, Athens, Greece
Phone: +30 6948479047 (mobile)
E-mail: rupajnu@yahoo.com



Career Objective

To work in a dynamic, team oriented, competitive and cooperative environment of a reputable organization, where there is maximum chance of learning and growing as a proficient, innovative and committed person in accordance with organization's policies.

Personal Profile

- Hardworking, goal-oriented and responsible university graduate with an outgoing pleasant personality and excellent communication skills.
- Meeting challenges and delivering results while remaining confident and good-humored under pressure.
- Active as a potential problem-solver, quick learner and well adaptability to the new situations.

Work Experience

- ✓ August, 2017 – Current: Freelance Translator and Copywriter, **Upwork**
- ✓ August, 2017 – Dec. 2017: Administrative Assistant, VH Nutrition @ **Amazon.com Inc.**
- ✓ March, 2017 – October, 2017: Online English Teaching Consultant, **TutorABC**
- ✓ September, 2016 – November, 2016: Country Manager, **Wish Me Luck Ltd** (Online Raffle draws and Financial Investment Company, sells and customer care South Asian market, India-Pakistan-Bangladesh).
- ✓ May, 2015 – October, 2015: **Research Assistant** at **Institute for Inorganic chemistry in University of Bonn, Germany.**
 - I worked on a Research Project Titled "*Phosphorus-modified TTF-based synthetic metals: Synthesis and applications*"
- ✓ February, 2014 – February, 2015: **Quality Control Officer** at **Aristopharma Ltd. Dhaka, Bangladesh.**

Job Skills: I can handle,

 - HPLC, FTIR, Atomic absorption spectrophotometer
 - UV spectrophotometer

Education

May'2015–Dec'2015: University of Bonn, Germany

Post Graduation Research at Institute for Inorganic chemistry.

Sep'2012–Sep'2013: Jagannath University, Dhaka, Bangladesh.

M.Sc. (Masters in Chemistry) CGPA : 3.98 out of 4.00

2006–2012: Jagannath University, Dhaka, Bangladesh.

B.Sc. (BSc. in Chemistry) CGPA : 3.83 out of 4.00

2004: Keraniganj Girl's High School & College, Dhaka, Bangladesh

HSC (Higher secondary School Certificate) GPA : 4.40 out of 5.00

2002: Keraniganj Girl's High School & College, Dhaka, Bangladesh

SSC (Secondary School Certificate) GPA : 4.63 out of 5.00

Computer/Technical Skills

Operating System : Microsoft Windows XP, Windows Vista, Windows 7/8/10, MacOS X

Applications : Microsoft Office (MS Word, MS Excel, Power Point)

Internet : Web Browsing, Outlook/E-mail, Blogging and Social Networking etc.

Mobile OS : iOS, Android

Languages skills

- English - Excellent. **IELTS** band Score **7.0**, **TESL**-95%
- Urdu, Hindi - Fluent
- Bengali (Native)
- Greek (Basic)

Awards

- **Distinction** in MS from Jagannath University at B.Sc. (Hons.) & MS
- Excellent result Award from Jagannath University at B.Sc. (Hons)

Other Information

- Date of Birth : 12/12/1986 (DD/MM/YYYY)
- Residence Permit : Yes
- Tax & Social Sec.ID : Yes

References: Available upon request.