**Curriculum Vitae of Mansura Akter**

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**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 **Postgraduate Chemist** with an outgoing pleasant personality and excellent communication skills.
* Meeting challenges and delivering results while remaining **confident** and **accurate** under pressure.
* Active as a potential problem-solver, quick learner and well adaptability to the new situations.

**Work Experience**

* Jan. 2018 – Present: Principal Teacher, Bangla-Greek Education Center, Athens, Greece
* August, 2017 – Present: 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.** (a leading pharmaceutical Company in Bangladesh)

**Translation Skills:**

* **Top rated** freelancer @Upwork and maintained a constant 98%+ job success score for more than a year. **Volunteer translator** @Translators without Borders
* Translated **health contents** in Bengali for **Immunize India-Apps –** contributed 25,000+ words
* I’ve done **transcription** and **translation** of interviews and articles in Bengali ⇌ English for NGOs who works with disability and cleft lip/palate patients

**Education**

**May’2015–Dec’2015: University of Bonn, Germany**

**Post Graduate Research project-**completed,Institute for Inorganic chemistry.

**Sep’2012–Sep’2013: Jagannath University, Dhaka, Bangladesh.**

**M.Sc.** (Masters in Chemistry) C**GPA :**  3.98 out of 4.00

**2006–2012: Jagannath University, Dhaka, Bangladesh.**

**B.Sc.** (BSc. in Chemistry) C**GPA :** 3.83 out of 4.00

**2005-2006:** **Dhaka Dental College**, Dhaka, Bangladesh

**BDS** (Bachelor in Dental Surgery): Incomplete, left from 2nd year.

**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, Vista, Windows 7/8/10, Linux, MacOS X

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

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/Conversational)

**Awards**

* **Distinction (1st class 1st)** in MSc. And BSc. from Jagannath University
* Chancellor Award for Excellent result (**1st class 1st** in Bachelor and Master Degree)from Jagannath University

**Other Information**

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

**References:** Available upon request.