

ASMA AKTER

RECEPTIONIST

Profile Info

Energetic and highly articulate business graduate with an MBA and BBA, combining strong administrative capabilities with elite communication skills.

Demonstrated leadership experience and recognized public speaker featured on the RJ Kibria Show. Proven expertise in interpersonal relations, verbal fluency, and client engagement, backed by multiple public speaking accolades and a personal offer to serve as an English Instructor by the CEO of English Therapy. Seeking to leverage exceptional front-desk management, customer service, and organizational skills as a Professional Receptionist.

Core Competencies

Front Desk Operations: Visitor Management, Call Handling, Scheduling & Academic Coordination

Communication & Interpersonal: Advanced Verbal & Written English, Public Speaking, Active Listening, Client Relations

Technical Skills: Microsoft Office Suite (Word, Excel, PowerPoint), Basic Computer Operations, Internet Research, Email Etiquette

Leadership & Soft Skills: Multitasking, Conflict Resolution, Group Leadership, Time Management

English

Hindi

Urdu

Bangla



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EDUCATION

Master of Business Administration (MBA)

Bhola Govt. College, Bhola

2021 - 2022

Advanced studies in business strategy, financial management and organizational leadership.

Bachelor of Business Administration (BBA)

Bhola Govt. College, Bhola

2017 - 2021

Developed strong analytical, organizational and leadership skills through academic projects and group collaborations.

Teaching English as a Foreign Language (TEFL)

TEFL Professional Institute

In Progress

Focused on advanced pedagogical techniques, language acquisition theories and effective communication strategies. EST. Within 2 months.

ACHIVEMENTS

- Best Student Award: Awarded for outstanding overall performance, discipline, and academic dedication at English Therapy.
- Debate Champion: Secured top honors in multiple debate competitions organized by English Therapy, demonstrating advanced persuasion and critical thinking skills.
- Selected as a guest participant on the nationally recognized RJ Kibria Show, highlighting strong public presentation and oral articulation skills.
- Personally invited by the CEO of English Therapy to join the organization as an English Instructor in recognition of exceptional language fluency and interpersonal mastery.
- Completed a 2km marathon run, demonstrating physical stamina, goal orientation and personal discipline.

CERTIFICATION

Advanced IELTS Course

IELTS Therapy

2026

Intensive preparation in reading, writing, listening and speaking.

Phonetics & pronunciation Course

10 minute School

2026

Training British/American phonetics, speech clarity and accent reduction.

Spoken English

English Therapy / Saifur's

2025 / 2021

Focused on conversational fluency, active listening and public speaking confidence.