



# MUKTA AKTER

## Packaging Worker

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Kamalapur, Khanjapur, Gournadi,  
Barishal-8231, Bangladesh

### Education

#### Junior School Certificate

Mirpur Udayan School, Dhaka.  
Passing Year : 2004

### Professional Expertise

- Operating packaging machinery
- Quality control and inspection
- Assembly line work
- Product labeling and barcoding
- Manual and automated packaging
- Inventory management
- Loading and unloading products
- Compliance with safety regulations
- Maintenance of packaging equipment
- Efficient time management
- Attention to detail
- Material handling
- Packaging Compliance Coordinator
- Time Management

### Language

#### English

- Reading 80%
- Writing 70%
- Listening 65%
- Speaking 55%

### SUMMARY

I am a skilled Packaging Specialist with five years of experience in the industry. I excel in operating diverse machinery, maintaining high-quality standards, and ensuring safety compliance. Experienced in managing high-volume production lines, troubleshooting, and optimizing workflows to meet deadlines. Known for attention to detail, efficient workspace management, and effective collaboration in fast-paced environments. Eager to contribute my expertise to Australia's growing packaging sector and drive continued success.

### Working Experience

#### Packaging worker

Ginyard International Co. Dhaka.  
Jan 2021 to November 2024

- Assembled, prepared, and inspected product packaging to ensure compliance with quality standards and customer specifications.
- Conduct thorough checks on packaged products to maintain high safety and quality standards.
- Monitored inventory levels of packaging materials and coordinated replenishment to avoid delays in production.
- Maintain a clean and organized workspace, adhering to safety and hygiene protocols.
- Collaborated with the production team to meet daily packaging targets and optimize workflows.

#### Packager

Daraz Bangladesh, Dhaka  
Jun 2019 to November 2020

- Utilize advanced packaging software and tools to efficiently process & fulfill commerce orders for Daraz BD.
- Ensure accurate and secure packaging of diverse products to prevent damage during transit and enhance customer satisfaction.
- Coordinate with the logistics team to streamline the packing process, optimizing turnaround times.
- Implement and uphold Daraz BD's packaging standards and procedures to maintain brand consistency and quality assurance.
- Perform regular audits of packaging materials and inventory to drive continuous improvement and operational excellence.