

TAHMINA AKTHER AKHI

109-Borobazar R/A,
Amborkhana, Sylhet-3100
Cell No. –01703-159870
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**OBJECTIVE:**

Want to build a career with most exposure in corporate environment and to secure a position that provides sufficient challenge, where I can utilize my knowledge, practical experience, and individual innovation to achieve the organization's goal and mission.

EDUCATIONAL QUALIFICATION:**B.A Honors' in Bengali:**

CGPA/Result : 2.92 (Out of 4)
Institute : Moin Uddin Adarsha Mohila College.
University : National University
Year of Passing : 2018

Higher Secondary Certificate:

Result : GPA 3.40 (Out of 5)
Grade : "B"
Group : Science
Institute : Amborkhana Girls High School & College, Sylhet
Board : Sylhet Education Board
Year of Passing : 2013

Secondary School Certificate:

Result : GPA 3.75 (Out of 5)
Grade : "A-"
Group : Science
Institute : Amborkhana Girls High School & College, Sylhet
Board : Sylhet Education Board
Year of Passing : 2011

JOB EXPERIENCE:

- ❖ I have been working as Sr. Executive (Accounts) at Aourselves Pvt. Ltd. from 1st February 2017 to till now.

RESPONSIBILITY:

- ✓ Management of petty cash transactions.
- ✓ Determines payroll requirements; maintains payroll data; prepares and processes monthly payrolls.
- ✓ Prepare and review budgets, revenue, expenses, payroll entries, invoices, and other accounting documents.

- ✓ Analyze revenue and expenditure trends and recommend appropriate budget levels, and ensure expenditure control.
- ✓ Preparation of financial reports.

❖ I worked as a receptionist at Immigration & Student Consultancy (ISC) since 1st February 2014 to 30th January 2017.

RESPONSIBILITY:

- ✓ Serves visitors by greeting, welcoming, and directing them appropriately.
- ✓ Informs visitors by answering or referring inquiries.
- ✓ Possibly managing office supplies such as stationery, equipment and furniture.
- ✓ Diary management and management of meeting rooms
- ✓ Handling queries and complaints via phone, email and general correspondence.

COMPUTER AND JOB SKILLS:

- ❖ Operating System : Windows XP, Windows Vista, Windows 7-10.
- ❖ Office Application : MS Word, MS Excel, MS PowerPoint.
- ❖ Typing : Bengali and English (Bengali speed- 15 & English speed-20)
- ❖ Internet : E-mailing, Browsing, Chatting & Downloading

LANGUAGE SKILLS:

- ✓ Good working knowledge in both **Bengali** and **English** (Speaking, writing and listening) and also I can understand Hindi as well.

PERSONAL INFORMATION:

Father's Name : Md. Afiq Ahmed
 Mother's Name : Rumena Begum
 Date of Birth : 25 Jun, 1993
 Place of Birth : Sylhet
 Nationality : Bangladeshi (By birth)
 NID : 6402445610
 Sex : Female
 Religion : Islam
 Marital Status : Unmarried
 Permanent Address : 109-Borobazar R/A, Amborkhana, P/S:Airport Thana,
 P/O:Sylhet-3100, District: Sylhet, Bangladesh.
 Present Address : "Same as above"

REFERENCE:

1. Dr. K.M. Rafiqul Alam Akanda
Assistant Vice President & Head of Branch
Mercantile Bank Limited
Subidbazar Branch, Sylhet
Contact no. 01933-334515
2. Dr. Md. Kamrul Islam Chowdhury
Assistant Register
Dept. of Ophthalmology,
Sylhet M.A.G Osmani Medical College
Contact no. 01674-806445



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(TAHMINA AKTHER AKHI)