

Last Updated : **February 25, 2017**

## **FARHANA AKTER**

Address: 34/A Hatkhola road, Shahajalal Dream Shelter-2A Tikatuti, Dhaka.

Home Phone: 01735007834

Mobile : 01675340370

email:farhanamili1505@gmail.com, yasminhossain1505@gmail.com



### **Career Objective:**

Willing to build up career in financial sector in a well-established organization that will utilize my ability to develop where standards of efficiency and integrity will be recognize and rewarded.

### **Career Summary:**

\*Experience in general banking and credit division of bank.

\*Experience in credit control and accounts department.

Working with different group of companies in RMG sector.

Working in a multinational company and experiences to use internal software of company.

### **Special Qualification:**

Computer skills:

I have proper knowledge of windows 98

Able to work MS-Word, MS-Excel, MS-Power Point

Internet skills of Email communications

### **Employment History:**

**Total Year of Experience : 1.7 Year(s)**

#### **1. Executive-Credit Coordinator ( June 19, 2014 - November 19, 2015)**

##### **Bureau Veritas Cosumer Product Service BD Ltd**

Company Location : H#193, R#23, Block#A, Banani, Dhaka.

Department: Accounts and Finance

##### **Duties/Responsibilities:**

Preparing billing statement. Invoice and statement send to client through email or hard copy. To prepare Bank deposit slip separately for BDT Cheque, USD Cheque and FDD. To entry collected cheque information. To prepare Pro-forma Invoice for opening LC. Update collection tracker and dashboard and reporting to management regularly. To cross check payment of Dhaka account with Chittagong account. Regularly follow up with vendor and Reporting to management for dishonor cheque. Provide VAT challan copy to vendor. Collect AIT challan copy from vendors. Prepare bill for employees and send to upper management of department.

#### **2. Internee ( May 1, 2012 - July 31, 2012)**

**Islami Bank Bangladesh Ltd**

Company Location : Jatrabari

**Duties/Responsibilities:**

Opening accounts and Explain about the rules-regulations to the customer

Preparing the documents of Letter of Credit (LC)

Receiving, Clearing and Preparing cheques, Preparing Pay Order

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBA	Finance & Banking	Jahangirnagar University	CGPA:3.84 out of 4	2014	2013-2014	-
BBA	Finance & Banking	International Islamic University, Chittagong	CGPA:3.9 out of 4	2012	2008-2012	50% waiver on HSC result & Semester result
HSC	Business Studies	Ideal School & College, Motijheel	CGPA:4.8 out of 5	2007	2005-2007	-
SSC	Business Studies	Barakeshtala Bohumukhi High School	CGPA:4.56 out of 5	2005	-	-

**Career and Application Information:**

Looking For : Mid Level Job  
Available For : Full Time  
Present Salary : Tk. 30000  
Expected Salary : Tk. 18,000  
Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution  
Preferred District : Dhaka, Narayanganj  
Preferred Organization Types : Banks, Insurance, Investment/Merchant Banking, Telecommunication, College, Multinational Companies, Newspaper/Magazine, Textile, Buying House, Pharmaceuticals, Share Brokerage/ Securities House, Research Organization

**Specialization:**

Fields of Specialization
<ul style="list-style-type: none"><li>• Accounts</li><li>• Administrative/ Executive</li><li>• Foreign Exchange</li><li>• Deposit</li><li>• Remittance</li><li>• Personal Banking</li></ul>

**Language Proficiency:**

Language	Reading	Writing	Speaking
English	High	High	Medium
Bangla	High	High	High

**Personal Details :**

Father"s Name : Md. Sahadat Hossain  
Mother"s Name : Lutfurnahar  
Date of Birth : March 1, 1989  
Gender : Female  
Marital Status : Married  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : Village-Jagatpur, P.S- Kochua, District-Chadpur  
Current Location : Dhaka

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Dr. Md. Anwar Ullah, FCMA	Abdur Razzaque
Organization	: Jaatiyo Protibondi Unnayan Foundation	Agrani Bank Limited
Designation	: Director (Joint Secretary) Admin & Finance Ministry of Social Welfare Govt.	AGM
Address	: of the Peopleâs Republic of Bangladesh	72/5, East Raza Bazar Panthopath Branch , Dhaka-1205
Phone (Off.)	: 028035046	
Phone (Res.)	:	
Mobile	: 01711067990	01843925962
EMail	: anwar2013@yahoo.comsg	br10132@bangla.net
Relation	: Relative	Relative

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