

**RESUME  
OF  
JERIN AKTER**



House No-5, Electric Supply Road,  
Ambarkhana, Sylhet.  
Contact No. +8801710-462074  
Email- jerin2100@gmail.com

**CAREER OBJECTIVE & PERSONAL SUMMARY**

To pursue a challenging career in a dynamic organization and wish to be a perfect professional where I have the opportunity to learn new skills by utilizing my existing knowledge. A highly efficient, results driven and with a work experience I wish to offer my skills in payroll/accounting to a mid or large size firm, thereby aiming to help the company to meet its financial objectives timely. Enjoying challenging briefs & able to work to an excellent standard under considerable pressure whilst presenting a positive image to clients & colleagues.

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**Experiences**

- ❖ Accounts & Admin Executive at School of Joy, a special school for autistic children, Nayasarak, Sylhet from 05<sup>th</sup> August 2015 to present.

**Duties:**

- Ensure accurate and timely monthly close activities.
- Maintaining bank accounts by requesting disbursements.
- Maintaining account/bank reconciliation, supplier reconciliation.
- Counseling with students & guardians . Taking admission.
- Analyze and interpret financial reports and records.
- Regularly reviewing systems and making updates and improvements where necessary.

**PERSONAL SKILLS**

- Having a clear voice, excellent listening and verbal communication skills.
- Proper knowledge about Internet browsing & E-mail.
- How to start a Small Business (During 3<sup>rd</sup> year and 2<sup>nd</sup> Semester)
- Research on Evaluating Support Service of Coaching Centers in Sylhet City.

**TRAINING**

- Training on NDD (Neuro – Developmental Disabilities) by APASEN, UK.
- Training on speech therapy by Momtaz Begum Nargis (Autism Specialist)

## EDUCATIONAL QUALIFICATION

### **Masters of Business Administration**

University : Army Institute of Business Administration

Result : Appeared.

### **Bachelor of Business Administration**

Session : 2011 - 2015

CGPA : 3.91 (In scale of 4.00)

University : Sylhet International University.

### **Higher Secondary Certificate (H.S.C)**

Passing Year : 2009

Result : 4.10 (In scale of 5.00)

Group : Science.

Collage : Blue Bird School & College, Sylhet.

Board : Sylhet.

### **Secondary School Certificate (S.S.C)**

Year : 2007

Result : 4.25 (In scale of 5.00)

Group : Science.

School : Ali Amjad High School, Moulvibazar.

Board : Sylhet.

## PERSONAL INFORMATION

Name : Jerin Akter.

Father's Name : Sadik Ali.

Mother's Name : Shamima Akter

Religion : Islam

Permanent Address : House No-5, Electric Supply Road,  
Ambarkhana Sylhet.

Present Address : Do

Date of Birth : 13/07/1991

Marital Status : Single

Nationality : Bangladeshi

## References

### **Md. Abdul latif**

Associate Professor

Head of the Dept of business  
administration of SIU

Bagbari, Sylhet

Mobile: 01711996032

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### **MD. Hasan-Al-Maruf**

Assistant Director,

Directorate of National Consumer Rights  
Protection.

Ministry of Commerce,  
People Republic of Bangladesh.

Mob : 01716-420765

Sincerely Yours



**Jerin Akter**

**Date : 29.07.18**