



Contact

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Objective

To obtain the position where I can efficiently implement my academic knowledge, communication skills and diversified experiences as well as to make myself suitable in the professional career.

Computer Skills

- Advanced: Microsoft Word, Microsoft PowerPoint, Picasa, Photoshop
- Moderate: Database Design, Programming, and Networking

Language Skills

- Bengali: Fluent in speaking and writing
- English: Fluent in speaking and writing
- Korean: Moderate speaking and writing
- Hindi: Fluent speaking

Interests

Travelling, Reading Books, Movies, Music, Sports, Digital Photography, Wedding Planning.

Personal Informations

Father's Name : MD. Ruhul Amin
 Mother's Name : Shahana Begum
 Date of Birth : 10-10-1992
 Nationality : Bangladeshi
 Marital Status : Unmarried
 Religion : Islam

Extra Curriculum Activities

- Attended NYTA for enhancing proficiency in computer.
- Worked as a volunteer in school sports activity.

Awards

- Prothom-Alo award for secondary school result.

Work Experiences

Period: May 2017—
 Present

Organization name: Creative Conservation Alliance (CCA)
 Address: Address: House# 925, Road # 13/A, Avenue # 3, Mirpur DOHS, Dhaka

Position: **Accountant**

Key Responsibilities:

- Maintaining daily expenses & Keeping record of the expenses
- Forecasting cost for the expenses if needed.
- Prepare vouchers, bills, requisitions for expenses and other documents complying with project rules.
- Prepare VAT where necessary.
- Facing audits yearly
- Preparing financial report in excel using personal knowledge of accounts on quarterly basis.
- Preparing journals, ledgers, cash book, salary register, bank reconciliation, etc.
- Prepare financial statements on yearly basis
- Attending meeting on accounting issues

Period: March,
 2015— October 2016

Organization name: **North South University**

Address: Bashundhara R/A, Dhaka – 1229

Position: **Accounts Assistant**

Key Responsibilities:

- Maintaining daily expenses & Keeping record of the expenses
- Prepare vouchers, bill, and other necessary documents
- Prepare VAT where necessary and submit Tax
- Facing audits
- Preparing financial report in the end of every month and send them to send them to Forest Department.
- Preparing journals, ledgers, cash book, salary register, bank reconciliation, tax and voucher register, cheque register and etc.
- Solving accounting related issues
- Attending meeting on accounting issues

Reason for Leaving: Successfully completed the contract.

Period: September,
 2014 — November,
 2014

Organization name: **Dutch Bangla Bank LTD.**

Address: Motijheel DBBL, Foreign Exchange Branch

Position: **Intern**

Key Responsibilities:

- Learning General banking
- Analyzing the day to day the activities of the bank
- Learning the foreign exchange activities

Reason for leaving: Successfully completed internship program.

Scholastics Portfolio

Degree	Institution	Group	Year	Result
MBA	North South University	Human Resource Management	2015-2017	3.10 out of 4
BBA	North South University	Finance and Accounting	2010-2014	3.27 out of 4
HSC	Dhaka City College	Business Studies	2009	4.9 out of 5
SSC	Ideal School and College	Business Studies	2007	5.00 out of 5

Reports

Human Resource Management: Project on "Employment Situation in Bangladesh".

International Business: Analysis on "Hotel industry of Malaysia"

Corporate Finance: Ratio Analysis on Apex Foods Limited, FU-Wang Foods Limited & Pran Foods Limited.

References

Name: Dr. Jashim Uddin Ahmed
 Position: Professor
 Organization: North South University
 Address: Bashundhara R/A, Dhaka
 Email: jashim@northsouth.edu
 Phone (office): +880-2-55668200 ext.1702

Name: Sayba Kamal Athoi
 Position: Lecturer
 Organization: North South University
 Address: Bashundhara R/A, Dhaka
 Email: athoikamal@gmail.com
 Tel: +880-2-55668200 Ext- 1785

I hereby declare that everything written in this document is true, to the best of my knowledge.

Ishrat Sanjida Lina