

Curriculum Vitae Of

Rukaya Sultana

Bangladesh National ID No. 19901022020000202
House # 39, Road # 10, Sector # 10, Uttara, Dhaka-1230.
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Career Plan

Achieving a dynamic & challenging job to utilize my academic knowledge & potentiality to develop my career & to achieve a respectable & responsible position in the related field and thereby contributing for the welfare of the institution.

Working Experience:

Organization	: Silver Water Technologies Bangladesh Ltd. (Pickaboo.com)
Designation	: Executive Officer, Finance & Accounts
Duration	: 1st June 2018 to till now.
Organization	: Silver Water Technologies Bangladesh Ltd. (Pickaboo.com)
Designation	: Customer Experience Manager
Duration	: 09 th September 2016 to 31 st May 2018
Organization	: Robi Axiata Ltd.
Designation	: Customer Service Officer
Duration	: From January 2016 to August 2016
Organization	: Lanka Bangla Finance Ltd.
Designation	: Trainee Business Executive
Duration	: From June 2015 to November 2015
Organization	: Assistant Teacher
Designation	: TMSS Public School & College, Bogra
Duration	: From January 2015 to May 2015

Major Responsibilities:

- Preparing vendor payments by verifying bills, analyzing vat & tax, and making disbursements.
- Documents financial transactions by entering account information.
- Maintaining petty cash, verify, allocate, post and reconcile daily basis cash transactions
- Help to prepare monthly report by collecting, analyzing, and summarizing account
- Contributes to team effort by accomplishing related results as needed.

Professional Qualification

- Studying at Institute of Cost and Management Accountants of Bangladesh (ICMAB) Operation Level.

EDUCATIONAL QUALIFICATION

Exam	Concentration	Institute	Class/ GPA	Year

MBS	Accounting	National University	1 st class	2013
BBS	Accounting	National University	1 st class	2012
H.S.C	Business Studies	Rajshahi Board (Govt. Azizul Haque College)	5/5	2008
S.S.C	Business Studies	Rajshahi Board	5/5	2006

Personal Attributes:

- Outstanding communication & interpersonal skill.
- Ability to work in a team environment.
- Self-confident and being positive
- Ability to manage time and being flexible
- Ability to work efficiently under pressure and fulfill deadline.

Computer Literacy:

- Certificate in computer office application (06 Months) (Bangladesh
- Technical Education Board, Dhaka)
- Certificate in Graphics Design and Multimedia Programming (06 Month)
- Bangladesh technical Education Board, Dhaka)

Language Proficiency:

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

Interest

- Travelling, Reading Books, Watching Movie, Listening Music.

Personal Details:

Father's Name : Late Md. Kamal Hossain
 Mother's Name : Salma Sultana
 Permanent Address : House: 07, Nobarun, Shibganj, Sylhet.
 Date of Birth : 29th December, 1990
 Nationality : Bangladeshi
 Blood Group : A+ (ve)
 Height : 5'-5"
 Religion : Islam
 Marital Status : Married


REFERENCE

Md. Omar Faruq ACA
 Assistance General Manager
 Finance & Accounts,
 Pickaboo.com
 H-10,R-12, Block-F, Niketon,
 Gulshan-1, Dhaka-1212
 Cell: 01779896264

Md. Faruk Hossain
 Deputy Manager
 Finance & Accounts
 Pickaboo.com
 H-10,R-12, Block-F, Niketon
 Gulshan-1, Dhaka-1212
 Cell: 01726877448

I, the undersigned declare that the information specified in this Curriculum Vitae is true to the best of my belief and knowledge and correctly describes my experience and myself.

SIGNATURE



Rukaya Sultana

18 April, 2019