

I am Ishrat Sanjida Lina. I am currently working as an Accountant in a project named Creative Conservative Alliance (CCA). And now I would like to engage myself as Administrative Assistant if my qualifications comply well with your given job requirements. I am willing to join your organization in this position because while working as an accountant I learnt many things about administrative work which seems quite interesting and more importantly I want to establish my career in this field which led me to do my MBA in Human Resource Management.

I have completed my BBA with finance and accounting and MBA with Human Resource Management degree from North South University. Previously I have worked as an accountant in a project funded by World Bank where with managing all the activities of accounts I have also learn how to manage a project by coordinating by different people from different place. My present job is also helping me to gain the same knowledge.

I have fulfilled my responsibility on cost estimation, handling accounts from the scratch, facing audit conducted by some internal and external reputed organizations. I have attended the meeting for audit revision and other project related activities which helped me gain more knowledge to communicate with the respected ones. This project gives me rigorous accounting as well as other management knowledge that I believe I can handle the responsibilities pointed for this specific position.

I believe that my experience and education allow me to fit for this position as well as perform the responsibility with total honesty.