

Resume of

Tania Sultana Rohman
318/4, East Nakhhalpara
Tejgaon, Dhaka 1215
Cell: +8801728229803.
E-mail: sultanarohman@gmail.com

**Career Objectives :**

Seeking a challenging and rewarding career that utilizes my full skill, potential and expertise in the area of competence and enriches my knowledge and gives me an opportunity to be part of a team that contributes towards the growth of the organization.

Working Experience**Senior Accounts & finance officer (01/11/2017-30/07/2020)****Marvel freight Ltd.**

- To maintain cash.
- To prepare daily budget.
- To prepare day to day voucher and also doing excel sheet based on income and expenses.
- Software works
- To prepare monthly bank reconciliation
- To Prepare Salary sheet.
- To prepare Bangladesh bank report based on freight forwarding company format.
- To prepare financial statement or profit and loss statement.
- To prepare monthely sales statement.
- To prepare monthly receipt payment statement.
- To prepare debit and credit note.
- Forwarding the journal entries.
- To collect dues payments.
- Sound knowledge about trial balance.
- To prepare remittance requesting letter for bank.
- To prepare encashment certificate for airlines
- Courier, freight bills checking and item wise cost allocation.
- Managing HR related activities.

Educational Qualification:**Master of Business Administration (MBA) [1 Year integrated course]**

Area of Concentration : Accounting :
Institution : American International University- Bangladesh (AIUB)
Session : 2017-2018
CGPA : 3.66 on the basis of 4.00

Bachelor of Business Administration (BBA) [4 Years integrated course]

Area of Concentration : Accounting & Finance
Institution : American International University- Bangladesh (AIUB)
Session : 2014-2017
CGPA : 3.54 on the basis of 4.00

Higher Secondary Certificate [HSC]

Area of Concentration : Business Studies
Institution : Shaheed Bir Uttam LT. Anwar Girls' College
Year of Exam : 2013
GPA : 4.80 on the basis of 5.00

Secondary School Certificate (SSC)

Area of Concentration : Business Studies
Institution : T & T Adarsha Girls' High School
Year of Exam : 2011
GPA : 4.50 on the basis of 5.00

Computer Skills:

- MS Word, MS excel, MS PowerPoint.
- Internet Browsing & E-mail.

Specialty:

- Communicative and friendly.
- Ability to manage things and work with group.
- Enthusiastic, self-motivated, industrious and punctual.
- Adaptive to new technology and quick learner.
- Capable of getting a good deal.
- Solving problem systematically.

Language proficiency:

- Bengali : Native
- English : Fluent in speaking and writing.

Other Skills:

- Strong analytical and leadership skills.
- Better interpersonal and communication skills.
- Excellent organizing capabilities.
- Strong, energetic & hard working
- Ability to motivate people.

Extra-Curricular Activities:

- Achieved “1st runner up” certificate of business plan exhibition 2016.
- “Dean’s honorable mention award 2018” for GPA.

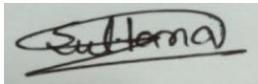
Personal Information:

Father : AshifurRohmanChowdhury
Occupation : Service holder
Mother : Rabeya Begum
Occupation : House wife
Date of Birth : 29/06/1996
Marital Status : Married
Blood group : B+ve
NID no : 4157169451
Interests : Listening songs
Permanent Address : Vill& PO- Choupally, D & PS: Lakshmipur

Reference (s) :

MD. Sarwar Hossain
Deputy General Manager
Department of Foreign Exchange Inspection
Bangladesh Bank
Mobile- 01712505002,01977505002
Email-sarwar20m@yahoo.com

Mr. Mohammad Faridul Alam
Assistant Professor and Head
Department Of Accounting and Finance
Faculty of Business Administration
American International University-Bangladesh
Mobile-01819293179
Email-mf.alam@aiub.edu



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