

CURRICULUM VITAE of

Nahida Islam

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CARRER OBJECTIVE

Intend to work in a challenging and complete environment where strong sense of responsibility, accountability and commitment is required; where dignity of work provides job satisfaction and the place of work provides potential avenues for learning and development and achieve the level of hierarchy.

PROFESSIONAL ACHIEVEMENT

- Most Promising Employee of the Department at Nitol Motors Limited

JOB EXPERIENCE

Senior Officer – (September 18, 2016 – Continue)

Department -- One Stop Customer Support Division (Sales logistics & Documentations)

Nitol Motors Limited - Nitil Niloy Group

Nitol Center, 71, Mohakhali Commercial Area
Dhaka-1212, Bangladesh
Duties/Responsibilities:

Accounts Department

- Prepare the cheques after checking the date and DC no according to the system.
- Communicate with all Sales Executive for cheques regarding issues & collection.
- Check the Interest scheme cheques and send the cheques to the vault division.
- Prepare and print Delivery challans from sales system.
- Release Bank files for registration purpose.
- Collect the shadow files from head office & maintain them for record keeping.
- Record all the information of Vault files.
- Courier problematic cheques to the Sales Executive for correction.

Internship (September 01, 2015 – January 15, 2016)

Dhaka Bank Limited

Gulshan Circle- 2, Dhaka
Duties/Responsibilities:

General Banking Department

- Accounts opening
- voucher making
- Prepare daily collection
- Cheque verification
- Cheque requisition and payment related activities

Foreign Remittance Department

- Payment order
- Demand draft telegraphic transfer
- Foreign remittance payment

ACADEMIC ACHIEVEMENT

- Got scholarship in class Two, Three from Bangladesh open scholarship Association.
- Got scholarship in class Five & SSC from Bangladesh Government Scholarship Association.
- Dean's Honorable Mention Award & Cum Laude Award in MBA.

ACADEMIC CREDENTIALS

<u>Course Details</u>	<u>Concentration</u>	<u>Name of institution</u>	<u>CGPA</u>	<u>Year</u>
Master of Business Administration (MBA)	Finance	American International University-Bangladesh	3.84 out of 4.00	2018
Bachelor of Business Administration (BBA)	Accounting and Finance	American International University-Bangladesh	3.68 out of 4.00	2016
Higher Secondary Certificate (HSC)	Business Studies	Jessore Cantonment College	4.90 out of 5.00	2010
Secondary School Certificate (SSC)	Business Studies	Police Line High School, Jessore	5.00 out of 5.00	2008

TRAINING, WORKSHOP AND SEMINARS

- Training on Mid-level Excel for Professionals arranged by Nitol Motors Limited.
- Training on Innovation for operational excellence organized by Nitol Motors Limited.
- Training on Value Proposition for Professional Excellence organized by Nitol Motors Limited.
- Training on Business Communication by Nitol Motors Limited.
- 2 days long workshop on Tally, ERP-9 organized by American International University-Bangladesh.
- Workshop on Project analysis & evaluation arranged by American International University-Bangladesh.
- A Seminar on Corporate Icons.
- A Seminar on Excellence Beyond Borders by AIUB Accounting & Finance Club.

PROFESSIONAL STRENGTH

- Computer Skills: knowledge of Windows 10,7, XP and MS Office Suite (Word, Excel, Power-point)
- Linguistic Skill: Proficient in comprehending, speaking and writing in English & Bengali
- Presentation: Effective presentation skills (multimedia, slide and oral)
- Communication: Clear understanding of reading and writing business letters and proposals.

PROFESSIONAL STRENGTH

- Ability to coordinate and communicate effectively with management at all levels.
- Leadership & teamwork abilities.
- Ability to plan, organize and prioritize my work and to meet the deadlines.
- Well-disciplined and self-motivated.
- Hard working on my assigned jobs with positive attitude.

EXTRA CURRICULUM ACTIVITIES

- Participated and won prizes for different competition in school.
- Conducted as School Prefect and arranged many cultural programs
- Experience of attaining Finance day, HR day, Economics day & many workshop, symposium
- Participate in "Business Plan Exhibition" organized by AIUB Society for HR

PERSONAL INFORMATION:

Father's Name : MD. Nazrul Islam
Mother's Name : Firoza Begum
Date of birth : 27/08/1993
Nationality : Bangladeshi
Religion : Islam
Marital status : Single
Blood Group : O (+)

REFEERANCES

Mohammad Zakir Hossain Deputy General Manager (Accounts) Operating Division at Nitol Motors Limited. Mobile: 01919094233 Email: zakir@nitoliloy.com.bd	Major Md. Rafiqul Islam Deputy General Manager Security & Intelligence at BEPZA, Prime Minister's Office. Phone: 01717724727 Email: rafiq7481@gmail.com	Md. Sarwar Hossain Deputy General Manager in Dept. of Foreign Exchange Inspection at Bangladesh Bank. Mobile: 01712505002, 01977505002 Email: sarwar20m@yahoo.com, mds.hossain@bb.org.bd
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PROCLAMATION

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. If required & where applicable, this can be supported by appropriate authentic certificates/ papers.

Nahida Islam

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