

FAHMIDA ISLAM

Address: Mitali Cotage, Kazibari Road, Thanarmour, Dakshinkhan, Dhaka-1230
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Employment History:

Total Year of Experience : 2.5 Year(s)

1. Accounts Officer (February 1, 2020 - Continuing)

Keya Cosmetics Ltd

Company Location: Jarun, Konabari, Gazipur
Department: Cosmetics

Duties/Responsibilities:

- Assist to the concern person to implements financial policies and procedures.
- Receiving and sorting of bills/requisition.
- Ensure accurate accounting records in accounting software, generating final printout of full set of accounts, signing & filing.
- Assist to concern manager to prepare monthly and quarterly financial report.
- Maintaining Petty Cash, Disbursement of cash, issuing cheque to local parties.
- Making entries in software- vendor's bills and petty cash bills. Handle accountspayable and receivable.
- Maintaining liaison with banks, Checkinvoices for inaccuracies.
- Reconcile accounts with the general ledger.

2. Accounts Officer (April 1, 2018 - January 31, 2020)

Abdul Monem Ltd.

Company Location: Kawran bazar, Dhaka
Department: Construction F/A

Duties/Responsibilities:

- Maintain petty cash
- Presentation of daily collection reports
- Preparing and filing the cash book & invoices
- Daily cash and cheque related voucher and money receipt posting in software
- Daily cheque collection
- Manually maintain cheque collection
- Accounts ledger reconciliation (Cash in Hand & Cheque in Hand)

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Passing Year	Duration
Master of Business Administration (MBA)	Accounting	National University	CGPA:2.83 out of 4	2017	1
Bachelor of Business Administration (BBA)	Accounting	National University	CGPA:3.06 out of 4	2015	4 years
HSC	Business Studies	Mirpur Girls Ideal Laboratory Institute, Mirpur, Dhaka	CGPA:4.5 out of 5	2011	2 years
SSC	Business Studies	Moni Kanan High School, Mirpur, Dhaka	CGPA:3.63 out of 5	2009	10 years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer Application with M.S. Office, Networking & Hardware Maintenance	Bureau of Manpower, Employment and Training	Bangladesh-German Technical Training Centre	Bangladesh	Mirpur, Dhaka	2014	6 Month

Career and Application Information:

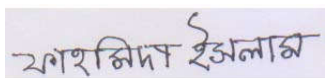
Preferred Job Category : Accounting/Finance

Language Proficiency:

Language	Reading	Writing	Speaking
Bangali, English	High	High	Medium

Personal Details:

Father's Name : MD. SHAFIQUUL ISLAM
 Mother's Name : SHAHANA BEGUM
 Date of Birth : September 11, 1993
 Gender : Female
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : ISLAM
 Permanent Address : Chouria, Nabinagar, Brahmanbaria
 Current Location : Dhaka



(Fahmida Islam)

Date: