

Nigar Sultana Tania

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Work Experiences

1. Designation : Officer (June 7, 2015 to Feb 19, 2018)

Organization : Intimate Apparels Bangladesh Ltd. **Location:** KEPZ, Chittagong

Department : Accounts

Responsibilities :

- Administrative functions assigned by the Management.
- Purchase and Payment process.
- Invoice processing
- Preparing Purchase and Journal Voucher using (Tally ERP software)
- Reconciliation accounts with the general ledger
- Updating Payment request Notes on Register and System
- Internal Inventory Auditing
- Payment of Wages and Salaries of Workers
- Weekly /Monthly Reporting & Perform Reconciliation.

2. Designation : Executive (November, 2013 to April, 2014)

Organization : Kenpark Bangladesh Apparel (PVT) Ltd. **Location:** KEPZ, Chittagong

Department : HR

Responsibilities :

- Administering payroll and maintaining employee records
- Preparing daily absent report
- To look after the medical services concerning medical examinations of employees, health record, supervisions of hazardous jobs, accident preventions, safety education, maternity benefits.
- To establish contacts and hold consultations with the factory management and workers.
- To help factory management in regulating the grant of leave with wages and other leave privileges and to guide workers in the matter of submission of application for grant of leave for regulating authorized absence.
- Arranging motivational activities to boost employee morale
- Other typical work activities

3. Designation : Assistant Executive (Nov 2012- Nov 2013)

Organization : Bangladesh Pou Hung Industrial Ltd. **Location:** KEPZ, Chittagong

Department : HR

Responsibilities :

- Handle Maternity leave availing process and maintain records
- Maintain documentation flow and ensure all personal files are up-to-date
- Handling the procedure of Disciplinary Actions
- Resignation & Dismissal Procedure
- Procedures of Registration of employees for Provident Fund
- Maintain harmonious relationship with unit managers to ensure smooth functioning of HR systems in the organization
- Women Worker's Welfare & other CSR Issues

4. Designation : Intern (10th January 2012- 2nd May 2012)

Organization : Social Islami Bank Limited,

Location: Chittagong

Department : Customer Service,

Responsibilities:

- Giving information about products & services, Account opening task, Paper work, Issue/Payment, Daily Transaction and other duties.

5. Designation : Library Assistant-Safe Keeping and Circulation & ERC (Electronic Resource Center)
Lab in-charge (1st July 2011- 10th December 2011)

Organization : Independent University, Bangladesh,

Location: Jamal Khan, Chittagong

Department : Campus Employment Program

Responsibilities :

- Library Assistant
- ERC Lab in-Charge - Assisting students those using the lab's computers
- Fault diagnostics in the Lab and Interacting with students about problems
- Supervision of Hardware and Software related problems

Technical Knowledge & Skills

- **Operating Systems** : Microsoft Windows - 10
- **Office Software Packages** : Microsoft Office Suite- (MS Word, Outlook, Excel, Power Point), Adobe Acrobat

Extracurricular Activities

- Member of United Nations Youth and Students Association of Bangladesh (UNYSAB) from 2010
- Member of Business Student Society (BSS) in Independent University Bangladesh (2008-2011)
- Participant of "Drishty Debate Organization" (2002-2003)
- Participated in Bangladesh Math Olympiad, 2004

Academic Background

Masters of Business Administration (MBA) in Finance

- **Institution** : Southern University Bangladesh (SUB), Chittagong
- **Year of Passing** : 2019 **CGPA** : 3.75/ 4.0

Bachelor of Business Administration (BBA) in Finance , Human Resource Management

- **Institution** : Independent University Bangladesh (IUB), Chittagong
- **Year of Passing** : 2012 **CGPA** : 3.6/ 4.0

Higher Secondary Certificate (H.S.C) , Science Group

- **Institution** : Chittagong Cantonment Public College, Chittagong
- **Year of Passing** : 2007 **GPA** : 3.30/ 5.0

Secondary School Certificate (S.S.C), Science Group

- **Institution** : Silver Bells Girls High School, Haliashahar, Chittagong
- **Year of Passing** : 2005 **GPA** : 4.94/ 5.0

Academic Achievements & Honors

- Certificate for participating the Training Course on (Live in Field Experience) 2010, Sylhet.
- Certificate of Merit for placing in the Dean's list (Spring 2008 Semester) IUB.
- Certificate for participating 1st Math Olympiad Program in 2004.
- Certificate on Horlicks Genius Bangladesh 2003.
- Certificate for participating at Debate Workshop, organized by Drishty Chittagong.
- Book Award – A competition on reading books event for school going students in 2003, Awarded by Prof. Abdullah Abu Sayeed (Bishwa Shahitto Kendro).

References

Salma Akhter

Junior Officer

Accounts

Intimate Apparels Bangladesh Ltd.

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Cell: 01712910365

Raghavendra Babu

Manager

Accounts & Admin

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Mohammad Sakib Ullah

Deputy Manager

Network Operation Center

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