




Sazal Alam

Accounting and Financial Management Graduate







PERSONAL INFORMATION

Birthday. : 7th June 1991
Nationality. : Bangladeshi
Language. : English and Bengali

SKILLS

COMMUNICATION 
CREATIVITY 
TEAMWORK 
ORGANISATION 
LEADERSHIP 

SOFTWARES

MS OFFICE 
MAC PAGES 
MAC KEYNOTE 
MYOB 
SAP 
VS CODE 

CONTACT



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ABOUT ME

An organised, detail-oriented and conscientious self-starter, able to strategise and prioritise effectively to accomplish multiple tasks and stay calm under pressure; experienced in a wide range of fields such as Accounting and Finance, Administration, Marketing and Customer Service.

EDUCATION

Bachelor's of Accounting & Financial Management. 2013 - 2017
La Trobe University, Sydney, Australia

Foundation of Business Studies 2012 - 2013
La Trobe University, Sydney, Australia

Ordinary and Advance Levels 2008 - 2012
British Council, Dhaka, Bangladesh

EXPERIENCE

The Little Paris (Administration Officer) Jun 2017 - Apr 2019
Duties: Employee Expense System, Client Service, Online marketing, Prepare ad-hoc reports and Reconciliations.

Nokia Networks (Accounts Payable Intern) Jun 2017 - Apr 2019
Duties: Assist in operation of the payable, Employee Expense system, Prepare bureau of statistics form and reports, general ledger reconciliation, reconcile inter-company billing and inter-unit collections, ad-hoc, ESS statements and Corporate credit card management.

La Trobe University (Orientation Coordinator) Jan 2015 - Jun 2015
Duties: Register new students, organise tours for new students, assist on academic intakes and provide counselling.

REFERENCES

Demi Xu
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Nokia Networks

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The Little Paris

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