



# 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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[sazalalam.github.io/resume](https://sazalalam.github.io/resume)



1/11, Pallabi, Dhaka 1216

## 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 2016 - Sept 2016  
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**  
Chief Accounts Officer Asia-Pacific  
Nokia Networks

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The Little Paris

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