








# Sazal Alam

Accounting and Finance Graduate



## PERSONAL INFORMATION

Birthday : 7<sup>th</sup> June 1991  
Relationship : Married  
Nationality : Bangladeshi  
Languages : English, Bengali





## SKILLS

COMMUNICATION   
CREATIVITY   
TEAMWORK   
ORGANIZATION   
LEADERSHIP 

## SOFTWARE

MS Office   
Mac OSX Pages   
Mac OSX Keynote   
MYOB   
SAP 

## CONTACT

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 1/11, Pallabi, Dhaka  
Bangladesh.

## PROFILE

An organized, detail-oriented and conscientious self-starter, able to strategize and prioritize 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 in Accounting & Financial Management

La Trobe University  
Sydney, CBD, NSW  
2013 - 2017

### Foundation of Business Studies

La Trobe University  
Sydney, CBD, NSW  
2012 - 2013

### O'levels & A'levels

GCE Academy  
Mirpur, Dhaka  
2009 - 2012

## 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)

Jul 2016- Sep 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, organize tours for new students, assist on academic intakes and provide counseling.

### Woolworths Supermarkets

Feb 2013- Oct 2014

Duties: Cashier, Stock take, Customer service.

## REFERENCE

### Demi Xu

Chief Accounts officer Asia-Pacific  
Nokia Networks  
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### Vivek Sha

Former Manager  
The Little Paris  
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