

TAZRINA AKTER SHUBRA



UTTARA, DHAKA-1230
BANGLADESH



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PROFESSIONAL SUMMARY

Exploring myself to achieve my goals and motivated accounting professional ready to build long-term career with growing team. Focused on maintaining accurate, compliant records and controls responsive to dynamic operating conditions.

WORK EXPERIENCE

Accountant Snigdho Fashion House | DHAKA, Bangladesh
January 2021 - March 2022

- As an Accountant I helped to make financial decisions by collecting, tracking, and correcting the company's finances.
- Prepared quarterly tax returns and reviewed submitted documentation with auditors.
- Accurately performed daily cash functions, including A/P and A/R tracking, budgeting, payroll transactions, expense management and various reconciliations.

ACADEMIC BACKGROUND

Bachelor of Business Administration
Independent University, Bangladesh(IUB)
DHAKA, BANGLADESH
2021-Current

HSC - Business studies

MILESTONE COLLEGE

UTTARA , DHAKA , BANGLADESH
2020

SKILLS

- Microsoft Word, PowerPoint, Excel
- Decision-making
- Teamwork and collaboration
- Goal and conversion tracking
- Written and verbal communication

HOBBIES

- Art & Drawing
- Gardening
- Collecting stones