

# SAHANUR ASIF SIZAN

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## Career Objective

Motivated business graduate with a strong foundation in accounting, financial analysis, and corporate finance. Skilled in financial reporting, documentation, and data-driven decision-making using tools such as Power BI, Excel, and Tally ERP. Committed to applying analytical and problem-solving skills to contribute effectively in professional environments.

## Education

- **Bachelor of Business Administration (BBA)** | University of Chittagong | 2020 – 2025  
**Major:** Accounting **Result:** CGPA 3.77 out of 4.00
- **Higher Secondary Certificate (HSC)** | Govt. Commerce College, Chattogram | 2019  
**Group:** Business Studies | **Result:** GPA 5.00 out of 5.00
- **Secondary School Certificate (SSC)** | Nasirabad Govt. High School, Chattogram | 2017  
**Group:** Business Studies | **Result:** GPA 5.00 out of 5.00

## Training and Workshop

### Data Analytics Portfolio | GitHub: [github.com/Sizan2408](https://github.com/Sizan2408)

- Developed projects using Power BI and Tableau, including financial dashboards, sales analysis, and business performance reports.
- Demonstrated ability to analyze, visualize, and interpret complex datasets.

### QuickBooks Online Training

- Completed professional certification via Udemy, focusing on automated bookkeeping, invoice management, and financial reporting

## Special Skills

- Leadership
- Good communication skills
- Excellent presentation skills
- Team work
- Public speaking
- Good organization skills
- Ability to work under pressure

## Work Experiences

### Internship

May 2025 - July 2025

**Four H Group**, Chattogram

- Managed high-volume supplier invoices, assisted in financial reporting, maintained bank reconciliations, facilitated LC/export-import documentation, and optimized production cost tracking.

## **Language Skills**

- English - Good professional proficiency in reading, writing, listening and speaking
- Bengali - Native

## **Technical Skills**

**Accounting & Finance Tools:** MS Excel (Pivot Tables, VLOOKUP), QuickBooks

**Data Analytics & Visualization:** Power BI, Tableau (Basic), Python (Basic)

**Office & Collaboration:** MS Word, PowerPoint, Google Workspace (Docs, Sheets, Slides, Forms)

## **Leadership & Extracurricular Activities**

- **Sports & Cultural Secretary** | Barura Students' Welfare Association, CU (2022–2023).
- **General Secretary** | Nobin Chowa Foundation (2022–2023); coordinated emergency blood donation drives and volunteer networks.
- **Volunteer** | Bangladesh Youngster Social Organization (2023–2025); contributed to flood relief and educational support.
- **Campus Ambassador** | Edulinking Career, University of Chittagong (2025); promoted engagement and awareness programs

## **References**

### **Mohammad Shafiur Rahman Chowdhury**

Associate professor

Department of Accounting

University of Chittagong

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I affirm that all the information's provided above is true & accurate.



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Sahanur Asif Sizan