



# TANZIA HOQUE

Email: [tanzubaichi@gmail.com](mailto:tanzubaichi@gmail.com)

A dedicated and results-driven professional with over 7 years of progressive experience in Administration, Accounts, and Supply Chain Management. Proven expertise in financial reporting, procurement, payroll, budgeting, HR operations, and logistics coordination. Demonstrated ability to streamline operations and improve team productivity within reputed organizations such as Gonoshasthaya Pharmaceuticals, Labaid Group, and SEEP. Adept at managing multifunctional responsibilities and committed to delivering operational excellence through a strong understanding of business processes and stakeholder communication. Certified in HRM and proficient in Microsoft Office and accounting tools.

## EXPERIENCES

MARCH  
2023 TO  
TILL THE DATE



### INVIGILATOR, SCHOOLS EXAMS & IELTS

#### BRITISH COUNCIL

5 FULLER ROAD, DHAKA-1000

- Follow all relevant standards & procedures, based on training and reference materials provided by the British Council Examinations Services and the relevant Exam Boards.
- Enable good customer flow by giving candidates clear direction and answering their enquiries.
- Ensure that candidates follow the agreed exam procedures regarding the location and security of their belongings.
- Conduct candidate entry, exit, identity checks and Test Day Photography procedures according to exam requirements.
- Invigilate examinations to the standard required by the British Council Examinations Service and the relevant Exams Boards.
- Actively monitor candidates during tests to make sure that there is no violation of test conditions.
- Support the supervisor to ensure that candidates have a positive and consistent test day experience and a positive image of the British Council.
- Complete and maintain accurate records of exam assignments. Complete all reports, logs and claims accurately as required by British Council Examinations Services.
- Follow all relevant guidelines and policies in the areas of: Data Protection, Child Protection, Health & Safety, Equal Opportunities and Diversity, and Anti-Fraud.
- Report any incidents, emergencies or breaches of security to the appropriate test day supervisor.
- Work with the test day supervisor to promote and ensure the wellbeing of candidates at all time. In case of emergencies, follow correct procedures.

JUN 2018  
TO  
MAR 2021



### ADMIN & ACCOUNTS OFFICER

#### REACHING OUT OF SCHOOL CHILDREN (ROSC-II) PROJECT SOCIAL AND ECONOMICS ENHANCEMENT PROGRAMME (SEEP)

MIRPUR-II, DHAKA 1216

- Execute local administration, including local office facilities and provide administrative and logistics support.
- Ensure smooth & accurate execution of all payroll-related processes. e.g. Salary, bonus, Overtime.
- Responsible for worker recruitment, attendance, leave management etc.
- Manage all administrative support functions, including office organization and procedures, records, files, academic course scheduling, meeting and workshop.
- Prepare Monthly Accounts, HR & Admin reports.
- Renewal all agreements and deeds.
- Prepare monthly and annual budgets.
- Check bills and supporting documents.
- Prepare different vouchers such as vouchers for debit, credit, journal and transfer.
- Maintain cash book, ledger, stock book, inventory, salary & petty cash book etc.

OCT 2014  
TO  
JUN 2018

- Prepare receipts, payments, reconciliation and balance sheet.
- Prepare monthly, 6months and annual financial reports.
- Provide support to procure and purchase.
- Maintain daily petty cash and inventory.
- Manage office supplies and maintain stock book.
- Deducting VAT and TAX at different sources and deposit to Govt. through challan.
- Monitoring compound-level operated financial activities and providing support to them.
- Other duties and responsibilities as entrusted by the management from time to time.

## EXECUTIVE (SUPPLY CHAIN MANAGEMENT)

### LABAID GROUP

12 GREEN SQUARE, GREEN ROAD, DHAKA-1205

- Prepare monthly budgets.
- Prepare reports on several analyses of business.
- Check vendors' bills.
- Prepare different reports related to SCM.
- Communicate with business and internal communities and help to enhance the good relationship for the betterment of the organization.
- Monitoring overall purchase and disbursement process (including all diagnostic centers of Labaid Group) daily or monthly.
- Coordinate with other departments for justified material requisitions.
- Arrange all meetings and trainings of SCM dept.
- Oversee attendance and leave management, of SCM dept.
- Perform any other duties assigned by the supervisor or management.

MAR 2013  
TO  
APR 2014

## ACCOUNTS OFFICER

### GONOSHASTHAYA PHARMACEUTICALS LIMITED

4 GREEN SQUARE, GREEN ROAD, DHAKA-1205

- Handle day-to-day petty cash transactions.
- Maintain day-to-day cash register (ERP).
- Checking documents/ instruments of the petty cash expenses, and preparing the summary for payments.
- Proper documentation and file management.
- Check salary and wages calculation, attendance etc. and ensure salary-wages payment.
- Follow up on all party bills, party payments & final signatures before Managing Director/Chairman approval.
- Any others task assigns by management.
- Preparing different vouchers like credit, debit, contra and journal vouchers etc.

## EDUCATIONAL QUALIFICATIONS

ENROLLED

### POST GRADUATE DIPLOMA IN BUSINESS IT

BANGLADESH UNIVERSITY OF ENGINEERING AND TECHNOLOGY(BUET)

CGPA-3.83  
YEAR-2019

### POST GRADUATE DIPLOMA IN HRM

BANGLADESH INSTITUTE OF MANAGEMENT (BIM)

CGPA-3.88  
YEAR-2014

### MASTER OF BUSINESS ADMINISTRATION (MBA) IN FINANCE

DAFFODIL INTERNATIONAL UNIVERSITY

CGPA-3.68  
YEAR-2012

### BACHELOR OF BUSINESS ADMINISTRATION (BBA) IN FINANCE

DAFFODIL INTERNATIONAL UNIVERSITY

GPA-4.80  
YEAR-2007

### HIGHER SECONDARY CERTIFICATE (HSC) IN BUSINESS STUDIES

CHUADANGA GOVT. COLLEGE

GPA-4.31  
YEAR-2005

### SECONDARY SCHOOL CERTIFICATE (SSC) IN SCIENCE

CHUADANGA GOVT. GIRLS' HIGH SCHOOL

## SKILLS

### Administrative & HR Management

- Office administration & logistics coordination
- Payroll processing & leave management
- Recruitment & employee onboarding
- Staff management and support
- Documentation and record keeping

### Accounting & Finance

- Budget preparation (monthly, annual)
- Financial reporting and reconciliation
- Voucher preparation (debit, credit, journal, transfer)
- VAT & TAX deduction and compliance
- Cash book, ledger, and petty cash handling

### Supply Chain & Procurement

- Vendor management and bill checking
- Material requisition and inventory control
- Purchase order processing and disbursement tracking
- Meeting & training coordination

### Technical Proficiency

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Power BI, Tableau, Open-solver, LibreOffice
- Bangla typing and internet browsing

### Soft Skills

- Excellent communication (Bengali & English)
- Strong analytical and problem-solving abilities
- Teamwork & collaboration
- Ability to perform under pressure and meet deadlines
- Positive attitude and self-confidence

## TRAINING

Training Title: Preparing to Manage Human Resources

Topic: Foundation for developing the skills to managing HRM strategies

Institute: Coursera (Offered by University of Minnesota)

Year: 2020

Duration: 4 Weeks

## PERSONAL DETAILS

Father's Name : Md. Obaidul Hoque Joarder

Mother's Name : Shafikun Nahar

Date of Birth : December 15, 1990

Permanent Address :

House No: 148, Road No: 21, Gorosthan Para, Chuadanga Sadar, Chuadanga 7200.

Present Address :

Flat # 8A, 320/2/C, Shimultala Bhaban, Pirerbagh, Mirpur, Dhaka-1216.

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly depicts my qualifications, my experience, and me. If required and where applicable, this can be supported by appropriate authentic certificates/papers/references.

**Tanzia Hoque**