

Ruhana Tasneem Jeba



58/36/5-A Flat-8B, North Mugda, Dhaka-1214 | Cell: 01688929392 | email: ruhanatasneem92@gmail.com

Objective

A full-time position in a reputed organization, preferably in Finance or any other department where I can explore my capabilities and gradually develop my knowledge, skill and abilities to perform duties and responsibilities.

Skills

❖ Leadership:

Performed the duties of representative at the various events for multiple times, which requires maintaining active commutation with the higher and staffs.

❖ Language and communication:

Good written and oral communication skills in both English and Bangla. As a part of MBA program, gained experience in expressing business terms in an easy-to-understand written language.

❖ Personal Traits:

- Hard-working attitude & ability to work under stressful condition.
- Fast-learning attitude, team player, self-motivated and ability to take responsibilities.
- Strong leadership and analytical skills.
- Excellent administrative, communicative, and interpersonal skill.

Computer and technological skills:

❖ **Software Applications:** Excellent skills and operating capacity in MS Office, MS Excel, Power Point.

❖ **Web Browsing:** Well capable of web browsing and data editing and processing in a formal way by soft copy and hard copy depends on right situation.

Professional Experience

- Accountant (October 1, 2018 – July 28, 2021)
Rahman Group
Duties and responsibilities:

- Updating financial statements.
- Maintaining accounts receivable and accounts payable.
- Paying monthly payroll.
- Preparing financial reports.

Academic Qualification

Exam Title	Concentration/Major	Institute	Result	Pas.Year
MBA	Management	National University, Khilgaon Model Collage,Dhaka	CGPA:3.03 out of 4	2017
HONOUS	Management	National University, Khilgaon Model Collage,Dhaka	CGPA:2.72 out of 4	2016
H.S.C	commerce	Mohanagar Ideal Collage	CGPA:3.70 out of 5	2012
S.S.C	commerce	Haider Ali High School & Collage	CGPA:3.63 out of 5	2010

Personal Information

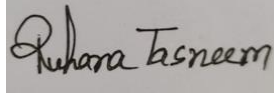
Father's Name: Late Esmail Hossain
Mother's Name: Sultana Afroz
Husband's Name: S.M. Arefin Rumi
Date of Birth: 09 December 1995
Gender: Female
Marital Status: Married
Nationality: Bangladeshi by born
National ID No.: 3703277941
Religion: Islam
Permanent Address: 58/36/5-A Flat-8B North Mugdapara Modinabag Wasa Road Dhaka 1214
Current Location: Dhaka

Reference


Name: Dr.Md. Mustafizur Rahman
Designation: Associate Prof. & Head of Dept.
 Urology.
Organization: Mugda General Hospital, Dhaka
Cell: 01711965627

Name: S.M. Arefin Rumi
Designation: IT Infrastructure Engineer
Organization: SynesisIT Ltd.
Cell: 01687345253
Email: smarefin7@gmail.com

I do hereby declare that all the above
qualifications and myself to the best of my

A handwritten signature in black ink on a light gray rectangular background. The signature is written in a cursive style and reads "Ruhana Tasneem".

Ruhana Tasneem Jeba



information is true and correctly describes my
knowledge.