

# Tania Sultana

Lansdale, PA - Email me on Indeed: [indeed.com/r/Tania-Sultana/e718c07f03f2976d](https://www.indeed.com/r/Tania-Sultana/e718c07f03f2976d)

In searching of the position that will benefit from my professional skills and current education.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Office Assistant/Clerk (Full-time)**

Fargo Assembly of PA, Inc. - Norristown, PA - March 2015 to Present

#### Responsibilities

- Maintaining accurate records and daily data entry in our custom software (CRT)
- Analyzing the customer drawing and search the customer previous order.
- Reporting Engineer supervisor and program manager about order and customer queries.
- Entering invoice into CRT software.
- Maintaining historical and recent records by filing documents physically and electronically.
- Processing customer drawing for engineering process department.
- Processing customer quote afterwards, sending to the customer also enter into CRT software.
- Reporting customer service about order and updating purchase order.
- Keeping information confidential.
- Maintaining database of customer pricing according to guidelines.

#### Accomplishments

Data Entry, Team Work and Communicating.

#### Skills Used

Microsoft Office (Word, Excel), QuickBooks 2012 and CRT ( Custom software).

## EDUCATION

### **BSC in Accounting/Finance**

DeSales University - Lansdale, PA

2015 to 2017

### **Associate in Specialized Business Degree in Office Operations Management - Accounting Office**

Lansdale School of Business - North Wales, PA

2012 to 2014

## SKILLS

Bengali and Hindi Languages (Native Speaker) (10+ years)

## LINKS

[http://www.linkedin.com/profile/view?id=253063993&goback=%2Enmp\\_\\*1\\_\\*1\\_\\*1\\_\\*1\\_\\*1\\_\\*1\\_\\*1\\_\\*1\\_\\*1\\_\\*1&trk=spm\\_pic](http://www.linkedin.com/profile/view?id=253063993&goback=%2Enmp_*1_*1_*1_*1_*1_*1_*1_*1_*1_*1&trk=spm_pic)

## ADDITIONAL INFORMATION

Topics and causes that matter to me:

Animal Welfare  
Arts and Culture  
Civil Rights and Social Action  
Economic Empowerment  
Education  
Environment  
Health  
Human Rights  
Disaster and Humanitarian Relief  
Poverty Alleviation  
Science and Technology  
Social Services