

BUSHRA ASHRAF

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Career Objective:

To be a part of the team in an organization that provides exuberant opportunity for achieving organizational goals as well as individual development by working in a challenging environment.

Employment History:

Total Year of Experience: 2.11 Year(s)

1. Junior Officer (January 10, 2017 – November 21, 2019)

International Leasing and Financial Services Limited

Department: Finance & Accounts

Duties/Responsibilities:

- Leverage all payroll, compensation and benefit
- Ensure deduction and deposit of income statement (Tax/Vat) as per government policy
- Leverage HRMS Management software
- Backend accounting set up, data entry and maintenance
- Managing cash flow, petty cash and accounts
- Maintain and develop FDM system
- Prepare monthly bank reconciliation
- Ensure all payments are paid in timely manner including office utilities, bank deposits
- MIS reporting as per Bangladesh Bank policy
- Leverage Bank Ultimus software to ensure proper data entry and reconciliation
- Provide backup support to other groups in the accounting department, type periodic report and perform other general given duties.

2. HR Associate (August 21, 2016 - December 29, 2016)

Perfetti Van Melle BD Pvt. Ltd.

Department: Human Resource

Duties/Responsibilities:

- Leverage the HRMS Management
- Leverage the Personnel Management
- Adhere to the Employee Engagement Calendar
- Leverage Share Your Voice Programs
- Support DBSR Management project
- Leverage new joiners and their induction program
- Prepare functional presentations whenever required
- Support Recruitment and Selection function

3. Intern

IDLC Finance Limited

Department: CAD-CD, Operations

Academic Overview:

- **BRAC University**

Bachelor of Business Administration (BBA) January 2012 – December 2015

Major: Accounting & Finance (CGPA: 3.00/4.00)

- **Dhaka City College, Dhaka**

Higher Secondary School Certificate (HSC) Passing Year: 2011

Concentration: Commerce (GPA: 4.80/5.00)

- **YWCA Higher Secondary School, Dhaka**

Secondary School Certificate (SSC) Passing Year: 2009

Concentration: Commerce (GPA: 4.94/5.00)

Core Skills:

Computer: MS Excel- VLookup, Pivot tables, IF-Function, Listing, other financial formulas etc.

Microsoft Word, Microsoft PowerPoint

Software – Tally, Bank Ultimous, Bangladesh E-Return Software, HRIS Software

Languages: English – Expert proficiency

Bangla – Native proficiency

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Saima Islam	Mr. Syed Abed Hasan
Organization	: IDLC Finance LTD.	International Leasing And Financial Services Limited
Designation	: Senior Manager, CAD-CD,Operations	Chief Financial Officer
Mobile	: +8801713177177	+88 01787 662551
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Relation	: Professional	Professional
