

***Khaleda Akter Liza***  
**Assistant Branch Manager**  
**Dhaka North Zone**  
**Mobile: 01680050734**



## **CAREER OBJECTIVE**

To work for an organization this provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

## **WORKING EXPERIENCE**

Organization	: Thengamara Mohila Shabuj Shangha(TMSS),NGO
Position	: Assistant Branch Manager cum Branch Accountant
Company Location	: Mirpur-10,(Zonal Head Office)
Working Period	: 5 <sup>th</sup> December 2017 to Present
Responsibility	: Preparing Monthly Receipts Payments Statements, Statement of Comprehensive Income, Trial Balance, Statement of Financial Position, Maintain Daily Cash, Typing Letter both English and Bangla, Reporting to Senior Authority.

## **EDUCATION**

### **Master of Business Administration (MBA):**

Institution	: Bangladesh University of Professionals (BUP)
CGPA	: 3.38 out of 4
Passing Year	: 2019
Major	: Finance

### **Bachelor of Business Administration (BBA):**

Institution	: National University (Dhaka City College)
CGPA	: 3.31 out of 4
Passing Year	: 2017
Major	: Finance

### **Higher Secondary Certificate (H.S.C)**

Board	: Dhaka
Institution	: Dhaka Commerce College
GPA	: 5 out of 5
Passing Year	: 2011
Group	: Business Studies

### **Secondary School Certificate (S.S.C)**

Board	: Dhaka
Institution	: Mirpur Girl's Ideal Laboratory Institute
GPA	: 4.81 out of 5
Passing Year	: 2009
Group	: Science

<b>PERSONAL INFORMATION</b>
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Father's Name : MD. Abdul Khaleque  
Mother's Name : Rahima Akter  
Date of Birth : October 28, 1994  
Gender : Female  
Marital Status : Married  
Nationality : Bangladeshi  
Religion : Islam  
Permanent address : East Islamabad, Post-Nandolapur, Thana-Motlob, Zilla-Chandpur,  
Present Address : 190/1, Kolmilota, East Kazipara, Mirpur Dhaka

**Reference**

1. Moinuddin Chowdhury (GMA)  
President at Society for Leadership Skills Development (SLSD)  
Mobile: 01711705618, 01715015469
2. Md Ataur Rahman  
Zonal Manager  
Thengamara Mohila Shabuj Shangho (TMSS)  
Mobile- 01719791695