
Ummey Tasnim



Address:

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Professional Skill:

Currently works at Edotco Group Bangladesh as a Finance Coordinator.

Assist in the project management and implementation of OSS software within the finance/ Account payable department.

Work with software development team to identify and develop various workflow and validation customization workflow and UAT.

Help to prepare training material and also assist in training session.

Collaborating between project team and software vendor to deliver required documents.

Conducting reconciliation between local financial software and global platform records (IMS, RAPID, EASI).

Creating invoices in company account payable systems in IMS for due time payable clearance.

In IFRS-16 making additional list, deletion list, modifying list.

Extract IFRS impact summary, quarterly movement schedule

Cash flow reconciliation Anaplan Vs Rapid.

Worked at Edotco Group Bangladesh as Site Acquisition Supervisor. (EASI Project) (April 2018-September 2018)

Created ground lease in local financial software EASI.

Update the system as per requirement.

Identify the expired agreement between EASI and IMS and made reconciliation

Internship Dhaka Bank (HR Division) part of the recruitment team. (2017). Assist to select candidates, help to organized interview session, conduct training session and also assist in payroll activities.

Academic Records:

Bachelor of Business Administration (BBA)

Institution: North South University

Major: Human Resource Management Year: Summer 2013- Fall 2017 CGPA: 3.00 (out of 4.00)

Masters of Business Administration (MBA)

Institution: North South University

Year: Summer 2019 – Continue

CGPA- 4.00 (out of 4.00)

Higher Secondary Certificate (HSC)

Institution: Viqarunnisa Noon College

Year: 2012 Group: Business Studies Board: Dhaka GPA: 5.00 (out of 5.00)

Secondary School Certificate (SSC)

Institution: Viqarunnisa Noon School

Year: 2010 Group: Business Studies Board: Dhaka GPA: 5.00 (out of 5.00)

Completed Projects:

Industrial Relation

Created HRIS software and made documentary film on Garment Workers.

Globalization Business:

Analyzed different cultures in different countries.

Database Management:

Created a database for North South University students.

Compensation Theory:

Analyzed and survey on different level of job people and did statistical data analysis.

Language Skills:

- Proficiency and fluency in both English and Bengali.

Extracurricular Activities:

- Member of NSU Wireless Forum Club in (2013-2014).
- Member of NSU HR Club in (2015-2016).
- Proctoring exam halls in NSU assisting faculty members unofficially (2014-2015).

Computer and Technical Skills:

- Computer skills: Microsoft office, Microsoft excel
- Software Skills: HRIS, Browsing, Minitab

Profile of Skills:

- Well develop communication, leadership, negotiation and liaison skills.
- Team worker, quick learner, self-starter, collective bargaining and public speaking.

Highlight

- Entrepreneur (online business “D&D Fashion Accessories”).
- Winner of the ISCEA Competition got 60% Scholarship.
- Voluntary at International Women’s day Conference at NSU.

Reference:

A.K.M Atiqur Rahman

General Manager

Human Resources & Corporate Affairs

Transcom Beverage Ltd (Pepsico)

