



**FATEMA TUZ JOHORA**

## CONTACT INFORMATION

**Contact Number:** 01557752494

**Email:** joba.fatema@gmail.com

**LinkedIn:**

<https://www.linkedin.com/in/fatema-tuz-johora-4a160816b/>

**Mailing Address:** Apartment#6/A,  
House#24/A Arambag Housing,  
Pallabi, Mirpur, Dhaka-1216



## CAREER OBJECTIVE

To secure a long-term successful career in an organization where my contributions, skills, management and positive attitudes towards my assigned responsibility will be appreciated and intensified.



## ACADEMIC QUALIFICATION

### University of Dhaka

Degree: MBA in AIS- Accounting & Information Systems  
at Faculty of Business Studies (Ongoing)

### United International University

Degree: BBA in AIS- Accounting and Information Systems  
CGPA: 3.24 in the scale of 4.00  
Year: 2019

### Birshreshtha Noor Mohammad Public College (Rifles Public)

Degree: H.S.C (School of Business Studies)  
GPA: 5.00 in the scale of 5.00  
Year: 2014

### YWCA Higher Secondary Girls School

Degree: S.S.C (School of Business Studies)  
GPA: 4.50 in the scale of 5.00  
Year: 2012



## EXTRA CURRICULAR ACTIVITIES & ACHIEVEMENTS

- Worked as Finance Officer at CARE Bangladesh under PWID project.
- Former Finance Support Officer at Finance Department, CARE Bangladesh.
- Worked as Intern at CARE Bangladesh for six months.
- Certified for Tally from STM Vision Infotech
- Certified as top 100 in national advance excel competition – The Excelist 2018”, also enjoyed 25% scholarship based on excellent academic scholarship from UIU.

## REFERENCES

### **Md. Shahadath Hossain**

Designation: Accounts Coordinator  
of Finance Section

Organization: CARE Bangladesh

Contact: 01818293639

Email: shahadath.hossain@care.org

### **Md. Arifuzzaman**

Designation: Finance Manager of PWID  
project.

Organization: CARE Bangladesh

Contact: 01915101835

Email: arifuzzaman@care.org



## SKILLS AND KNOWLEDGE

- PeopleSoft system entries, Vendor payment's & online transaction giving, Check Issuing, Check printing, Bank reconciliation, VAT calculation from system, Challan processing , TA/DA system entry & preparation, Advance processing and entry at system, Advance adjustment entry at system, Voucher reviewing, System Deposit Entry giving, Petty cash entries, Tax & VAT calculation of vendor bills, online register maintaining
- Physical counting workings
- Salary & bonus calculation
- Performed close monitoring and tracking of budget vs expenses with approved project budget and work plan
- Handling office staffs and assets, communicating with DIC staffs and field visits.
- Good command over writing, reading, speaking & listening in both English & Bangla
- Efficient in MS Word, MS Excel, MS Access, MS PowerPoint, Tally, Browsing & E-mailing .
- Outstanding organization and time management skill



## PERSONAL ABILITIES

- Conducting project work, reports and Multimedia presentation
- Able to operate under work pressure with challenging environment
- Able to work individually or in a group with innovation and creativity
- Adaptability, flexibility and strong analytical ability
- Ambitious, hardworking, energetic, efficient and perfectionist



## PERSONAL INTEREST

- Gardening
- Traveling
- Photography



## PERSONAL INFORMATION

Father's Name: Md. Jasimuddin Biswas  
Mother's Name: Mahmuda Begum  
Date of Birth: 1st December 1997  
Nationality: Bangladeshi (By Birth)  
Religion: Islam  
Gender: Female

Fatema Tuz Johora