



NUREEN NAWAAL RODELA

+880 1627 854 401
nureen.rodela@gmail.com
Kalabagan Dolphin Golly, Dhaka-1205
www.linkedin.com/in/nureen-rodela

PROFILE

I am a Part Qualified ACCA having completed 11 out of 13 papers. I am a confident and ambitious person who enjoys learning by taking into account different tasks that pertain within my role and qualification. I am determined and willing to broaden my scope of knowledge and skills in different sectors relevant to Finance and Accounting.

SKILLS

- Reporting of company books of accounts
- Bank and Sales reconciliation
- Forecasting financial statements
- Ability to handling large amount of data
- Company Valuation
- Proficient in Word, Excel and PowerPoint
- Worked on Zoho ERP
- Trained in QuickBooks under BPOS-BD
- Effective in communicating in both English and Bangla

EDUCATION

ACCA | Professional Level | 2016-2021

Completed 11 out of 13 papers

A Levels | May 2015 | Cardiff Int'l School

6 A's and 2 B's

O Levels | May 2013

2 A's

PERSONAL

Date of Birth: 21st Feb 1997
Religion: Islam

REFERENCES

Anisa Amir Ali CFA

Director of Investments
SBK Tech Ventures
Cell: +880 167 180 7297

Yusha Al Khondokar FCCA

Specialist Internal Audit
Grameenphone
Cell: +880 171 109 1323

WORK EXPERIENCE

Grande Boulevard Online

Accounts Executive and HR | Dec 2020 – May 2021

- Maintain company books of accounts
- Work in the preparation of monthly sales report
- Maintain monthly bank reconciliation statement
- Assisted in the preparation of half yearly audited statements
- Handle company petty cash expenses and cash in hand
- Handle all sorts of company banking transactions
- Manage company payroll
- Maintain employee records and ensured swift management solutions that helped to maintain better employee relations at base.

E-valy.com Limited

Executive, Finance and Accounts | June 2020 - Sept 2020

- Assisted in the preparation of monthly sales reconciliation and bank reconciliation statement
- Maintained and monitored bank transactions in ERP
- Assisted in the maintenance and preparation of monthly VAT and Tax Book of Accounts
- Maintained vouchers of operational expenses
- Prepared time to time management reports

Constellation Asset Management Company Limited

Research Analyst | Sept 2018 - May 2020

- Prepared market research for stock analysis
- Prepared company valuations for equity arrangements
- Represented as an arranger of funds for a number of clients and prepared Information Memorandum, Teaser as required by banks
- Maintained relationships with several banks and venture capitals to facilitate fund arrangements for clients
- Assisted in account maintenance, NAV records and audit of mutual funds

LCBS DHAKA

Management Trainee Officer | Oct 2017-Sept 2018

- Conducting Support Classes
- Assistance to respective teachers