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| **Resume of**  **Tanzila Ahmed** | **Mailing Address**  **House # Plot no. 4B & 7B, Mohammadi Homes**  **Residential Area, Mohammadpur, Dhaka**  **Contact : 01674942053**  **Email : tanzilahmd1@gmail.com** |

Career Objective

Career Objective

With 1.67 years of worked experience in Tally Software, debt recovery and a continued experience of investigating sales database, checking for falsification I seek for a position in your company to utilize my skills for the betterment of the company.

Professionals

PProfessionals:

**OPPO Bangladesh Communications Co. Ltd. | July 2019-Continuing MIS Executive**

Responsibilities:

* Interpreting sales related data for analysis using Sales Management System V2 & Leaf System
* Monitoring OSR(OPPO Sales Representative) sales database in order to prepare commission file
* Monitoring, recording, analyzing and making report on activities, trends, results
* Investigate database and maintain confidentiality of the information
* Using analyzed data to generate suitable business reports
* Develop and implement databases and other strategies that improve efficiency and quality.

**ADVENT PHARMA LTD | OCTOBER 2017-June 2019 Junior Executive(Accounts cum Marketing)**

Responsibilities:

* Posting the daily sales collection in Tally Software.
* To monitor accounts to identify outstanding debts
* To investigate historical data for each debt or bill
* To contact clients/sales force to ask about their overdue payments and encourage timely debt payments
* To record sales collection and refund status
* To resolve billing and customer credit issues
* To update account status records and collection efforts
* To report on collection activity and accounts receivable status by preparing daily & cumulative sales report

Academics

**MBA**

Major : Finance

University : Stamford university of Bangladesh

Year of Passing : 2018

Result : 3.71 (Out of 4)

**B.S.S in Economics**

Group : Economics

University : Stamford university of Bangladesh

Year of passing : 2016

Result : 3.89 (Out of 4)

**A levels(Edexcel)**

Group : Commerce

Institute : Salvation International School & College

Year of passing : Jan 2013

Result : 1A, 2C OR 3.67 (out of 5)

**O levels (Edexcel)**

Group : Commerce

Institute : Salvation International School & College

Year of passing : Jan 2011

Result : 1A,4B,2C OR 3.86 (out of 5)

Computer Literacy

* MS Office tools

MS Word

MS Excel (VLOOKUP, SUMIF, COUNTIF, IF, SUMPRODUCT, & other . various functions and formulae)

MS PowerPoint

* Tally.ERP 9 Software
* Sales Management System V2
* Office Automation (OA) Software
* Leaf System
* STATA Software
* Internet Browsing
* Good typing speed

Language Efficiency

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Reading | Writing | Speaking |
| English | High | High | High |
| Bengali | Medium | Medium | High |
| Urdu | Medium | Medium | High |
| Hindi | No | No | Medium |

Personal Attributes

* Being diligent
* Calm and composed in times of high stress
* Positive and resilent
* Eager to learn new things
* Ability to work in a full computerized system

Interests

* Develop personal skills in areas like networking, financial planning, corporate finance, investment banking etc.
* Traveling
* Reading books
* Interest in analyzing case studies on financial problems and corporate decisions.
* Interested to improve my skills day by day.

Personal Information

Father’s Name : Reaz Ahmed

Mother’s Name : Tahera Ahmed

Religion : Islam (Sunni)

Nationality : Bangladeshi (By Birth)

Date of birth : 11thDecember, 1994

Marital status : Unmarried

Training

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| --- | --- | --- | --- | --- | --- | --- |
| **Training Title** | **Topic** | **Institute** | **Country** | **location** | **Year** | **Duration** |
| STATA Software | Value of R-Square, Regression Analysis, Narration | Stamford University Bangladesh | Bangladesh | University Campus | 2015 | 2 Days |

Extra-Curricular Activities

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| **Activity** | **Skills Gained** |
| Volunteered at Jaago Foundation | * Team work * Tackling a problem with solution that is good for the team. |
| Participated at International Youth Summit Extempore Speech Competition | * Ability to deliver an instant short speech |
| Former Joint Recruitment Secretary at Stamford Debate Forum(SDF) | * Knowledge about recruitment process |
| Former Member of Stamford Economics Students` Forum | * Knowledge of organizing a program |
| Former debater at Stamford Debate Forum (SDF) | * Confidence to present a topic * Counter logic |

Career Summary

I have the experience to develop trusted relationships with clients, efficiently try to resolve any conflicts that arise and maintain a professional manner at all times.

Reference

Wajhi Ahmed

Managing Director

Advent Pharma Ltd.

Rupayan Karim Tower, Kakrail

[Email-wajfair@yahoo.com](mailto:Email-wajfair@yahoo.com)