

SAMIA AHSAN NORA

Edmonton, AB

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Bachelor of Commerce student at the University of Alberta, School of Business, majoring in Accounting. Expert in Microsoft Office Suite, Accounting Software QuickBooks- Setting up a chart of accounts, Bank & PayPal reconciliation, Preparing Estimates, invoices, credit notes, payment, refund receipts etc. Experienced in events organizing such as food banks, and cultural events in different capacities.

EXPERIENCE

JA Northern Alberta and N.W.T — ***Facilitator***

Nov 2023

- Facilitated and taught 20 students at Cardinal Ledger Junior High School about financial literacy to improve their financial management skills.

Campus Food Bank, University of Alberta Student Union — ***Sorter***

Oct 2023

- Worked as a sorter in the Halloween event organized by the Campus Food Bank. The role involved checking the best-before dates and sorting the donations according to categories.

Juvenile English Medium School, Dhaka, Bangladesh— ***Organizer***

Jun 2022 -Apr 2023

- Served as a member of a team organizing various cultural events at school, such as Badminton tournaments, Independence Day festival etc.

Ahsania Mohila Mission Girl Orphanage - Dhaka, Bangladesh— ***Tutor***

Jun 2022 - Apr 2023

- Taught in-classes English course materials to 20+ fifth and sixth graders
- Improved the vocabulary performance of students up to 15% by taking weekly quizzes.
- Provided additional support to students through after class tutoring to boost confidence.

EDUCATION

University of Alberta, School of Business, Canada

Expected Graduation 2027

Bachelor of Commerce, Major: Accounting

Involvement in the "MNP impact series", focused on finding ways to improve the Edmonton local economy.

Juvenile English Medium School, Dhaka

Class of 2023

High School Diploma (A-levels) / GPA: 3.8/4.0

Subjects: Accounting, Business, Economics and Pure Mathematics.

SKILLS

Technical: Microsoft Office Suite (Word, Excel, PowerPoint, Access).

QuickBooks Online- Account and settings, setting up VAT manually | Setting up a chart of accounts (manually and import) | Bank reconciliation| PayPal reconciliation| Preparing Estimates, invoices, credit notes, receiving payment, sales receipts, refund receipts etc.

Language: Full working proficiency in English and Bengali

AWARDS & SCHOLARSHIPS

- The University of Alberta Gold Standard Scholarship in Business valued at \$3000.
 - The Alberta School of Business Gold Standard Scholarship valued at \$3000.
 - The University of Alberta International Admission Scholarship valued at \$5000.
 - The University of Alberta Regional Excellence Scholarship valued at \$5000.
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ADDITIONAL COURSES (Through Coursera Platform)

- Company Reports: Understanding form 10k (With Certificate)
- Work smarter with Excel (With certificate)