

# 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.

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## 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.
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## 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.
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## 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**

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## **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)