





# Sharmin Akter Khan

 10/June/1982, Dhaka  
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 WWW.

## PERSONAL STATEMENT

**Lorem Ipsum** is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an en book. It has survived not onl

## REFERENCE

 Kazi Mahbubur Rahman  
 Manager, Finance and Control  
 Bureau Veritas (BIVAC) Bangladesh Limited  
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 Manager, Finance and Control  
 Bureau Veritas (BIVAC) Bangladesh Limited  
 [kazi.mahbubur.rahman@gmail.com](mailto:kazi.mahbubur.rahman@gmail.com)  
 +88017300673822

## SEMINARS ATTENDED

- Women and e-commerce Forum WE summit.
- Sixth International Human Resource Management & Human Resource Development 2006
- Story telling by Abaya story.

## WORK EXPERIENCE

1.

**Company** : ADIY'S KITCHEN & BD LIFESTYLES

**Position** : **CO & Owner** (E-commerce & F-commerce business, Entrepreneur

**Duration** : 2014 to Present

**Responsibilities:**

1. Purchase of products.
2. Making of Food Pickles, energy bars, spices etc.
3. Products **Photography** & packaging
4. Content Writing

2.

**Company** : BUREAU VERITAS BANGLADESH LTD (BIVAC) Dhaka, Bangladesh

**Position** : **Operations Executive**

**Duration** : 2008 to 2011

**Responsibilities:**

1. Ensuring all controlled Quality documents related to the Project.
2. Withdrawing all obsolete documents.
3. Preparing all documents based on the quality procedures for internal and external audit.
4. Submitting technical documents for review and approval.
5. Preparing and update of various logs and registers

## SKILLS

- Digital Uddokta Mela
- Accounting workshop for prepared financial expenses for a year. Organized by Rapport Bangladesh Ltd.
- Accounting workshop for professional accounting. Organized by Rapport Bangladesh Ltd.

## AWARDS OR HONORS

- Certificate of Achievement "Workforce recovery Program" of COURSERA
- Rapport Bangladesh limited "Short training course on presentation skills"
- Bangladesh Youth Enterprise Advice & Help center (B'Yeah)' Advance Digital skills Training
- ESCAPE ' Virtual Training Course on Expanding Online Business through E-commerce and Digital Marketing'

## EXTRA-CURRICULAR ACTIVITIES

- Blood donates- Member of Quantum Foundation

## PRESENTATION

- Women and e-commerce Forum WE colour fest presentation
- ESCAPE ' Digital skills on Financial Management and Access to Finance '
- ESCAPE ' Virtual Training Course on Expanding Online Business through E-commerce and Digital Marketing'
- Bangladesh Youth Enterprise Advice & Helpcenter (B'Yeah)' Advance Digital skills Training '
- Bangladesh computer Council " Development of Women Entrepreneurship b under women ICT Frontier Initiative (WIFI) of UN-APCOCT

## Research work and publications

- Business website

## WORK EXPERIENCE

3.

**Company : DRUG INTERNATIONAL LIMITED**  
**Dhaka, Bangladesh**

**Position : Accounts Officer**

**Duration : 2005 to 2008**

**Responsibilities:**

1. Handle accounts payable and receivable
2. Maintain records of business costs, such as labor and material
3. Check invoices for inaccuracies
4. Handle general account queries

## EDUCATION & QUALIFICATIONS

1.

**Program Name : Master's Degree**  
**Course name : MBA**  
**Institution : International Islamic University of Chittagong**  
**Passed Year : 2009**  
**CGPA : 3.19 out of 4.00**

2.

**Program Name : Bachelor's Degree**  
**Course name : B. Com**  
**Institution : Lalmatiya Mohila College & University**  
**Passed Year : 2005**  
**Division : 3<sup>rd</sup> Division**

3.

**Program Name : Higher Secondary School Certificate Exam**  
**Institution : Lalmatiya Mohila College & University**  
**Passed Year : 2001**  
**Division : 1<sup>st</sup> Division**