

CURRICULUM VITAE OF MST. AKLIMA KHATUN



Contact Information

Village : Bongram, P.O : Bongram,

P.S : Ataikula, Dist : Pabna.

Cell: 01722-855398, E-Mail: aklimasetu786@gmail.com

CAREER OBJECTIVES :

To work in challenging dynamic and disciplined job environment to enrich professional skill, competency and level of expertise knowledge and be known for my hard work, dedication and commitment to excellence.

SKILLS :

- ERP (Enterprise Resource Planning) Software
- Account Auditing
- MS Office
- Cash Flow Analysis
- Accounting Operations Professional
- Collection Processing
- Internet Browsing
- Send and Receive E-mail etc.
- Mainrain Petty Cash

WORK EXPERIENCE :

- **A. Organization : ★ MEC TECH CORPORATION LTD.**
Position : Account's Officer
Duration : 29th November 2016, To August 2019.
 - Performed complex general accounting functions, including preparation of Journal enries, account analysis and balance sheet reconciliations.
- **ISLAMI BANK BANGLADESH LTD. (AGENT BANKING)**
 - **Position :** Account's Officer
 - **Duration :** 01th September 2019, To Till Now.

ACADEMIC BACKGROUND :

- **Masters of Business Administration (M.B.A)**

Institute : Govt. Edward University Collage, Pabna.
Board : National University
Subject : Accounting
Result : 1st Class
Passing Year : 2016

- **Bachelor of Business Administration (B.B.A)**

Institute : Govt. Edward University Collage, Pabna.
Board : National University
Subject : Accounting
Result : 2nd Class
Passing Year : 2015

- **Higher Secondary Certificate (H.S.C)**

Institute : Miapur Hazi Jashim Uddin High School & Collage, Pabna.
Board : Rajshahi
Group : Business Studies
Result : GPA- 4.00 (out of 5.00)
Passing Year : 2008

- **Secondary School Certificate (S.S.C)**

Institute : Miapur Hazi Jashim Uddin High School & Collage, Pabna.
Board : Rajshahi
Group : Business Studies
Result : GPA- 4.19 (out of 5.00)
Passing Year : 2006

INTEREST :

- Travelling, Reading

LANGUAGE PROFICIENCY :

- Excellent command in listening, speaking, reading and writing in English and Bengali (Mother tongue)

PERSONAL INFORMATION :

- Name : Mst. Aklima Khatun
- Father's Name : Md. Abbas Uddin
- Mother's Name : Miss. Shamsunnahar
- Permanent Address: Village+Post: Bongram, P.S: Ataikula, Dist: Pabna.
- Date of Birth : 08th June, 1991
- Nationality : Bangladeshi
- Religion : Islam
- Gender : Female
- Marital Status : Unmarried
- National ID No : 9103118593

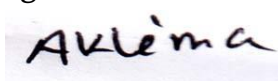
REFERENCE :

1. Name : MD. ROKIBUZZAMAN
Organization : Genulty System Ltd.
Designation : Software Engineer
Adress : 436/A, North kazipara, Mirpur-10
Mobile : 0173-1214425
E-mail : rokibuzzan@genusys.us
Relation : Relative
2. Name : MD. AKTHERUZZAMAN
Organization : GETCO ONLINE LTD.
Designation : Manager – IP Telephony
Mobile : 01716-602250
E-mail : a.zaman@hrctech.net
Relation : Relative

DECLARATION :

I am quite confident that with my education qualification, acquired knowledge and enthusiasm, I would be able to perform in account Department and Responsibilities assigned on me in connection with my job.

Signature:



(Mst. Aklima Khatun)

Date :