**TAHMINA**

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**Career Objectives :**

To build a career in a reputed organization and work in a position that offers dynamic & challenging career opportunities to lead the organization towards advancement and growth. I also like to engage myself in research work for enhancing my knowledge.

**Working Experience:**

**1. Company Name** **: Sharaf Exchange L.L.C**

Position **:** Executive-Customer Service.

Duration of work **:** From May 2015 to March 2016.

Company Address**:** Sharaf Bldg,Shops(1,2,3)

Al Musalla Road,

Naif Area, Deira, Dubai, UAE

**Duties/Responsibilities:**

1. Handling all transaction by using Western Union, Transfast, Xpress Money, International Money Express, Leader etc.

2. Maintain all kinds of currency exchange.

3. Maintain EWPS.

4. Maintain Credit card bill payment system, cash withdraw, EZE top up etc.

**2. Company Name** **: Essential Drugs Company Limited**

**( A Government Pharmaceutical Company)**

Position **:** Accounts Officer.

Duration of work  **:** From September 2010 to February 2015.

Company Address**:** 395-397 Tejgaon I/A

Dhaka, Bangladesh.

**Duties/Responsibilities:**

1. Prepare all kinds of journal Voucher, cash voucher, payment voucher and credit voucher
2. Maintain advance payment and advance adjustments
3. Maintain all parties Security money received and refund
4. Maintain all bank transaction
5. Prepare Bank reconciliation after end of month
6. Maintain clearing accounts after end of the month

**Educational Qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exam Title** | **Group** | **Board/ University** | **Result** | **Passing Year** |
| **Masters Degree** | Business Studies(Major- Management) | National University of Bangladesh. | 1st Class | 2011 |
| **Bachelor Degree** | Business Studies(Major-Management) | National University of Bangladesh. | 2nd Class  Marks (59%) | 2010 |
| **H.S.C** | Commerce | Board of Dhaka, Bangladesh | GPA 3.00  (1st Class) | 2003 |
| **S.S.C** | Science | Board of Dhaka, Bangladesh | GPA 3.88  (1st Class) | 2001 |

**Language Proficiency:**

Have a good command in Bangla, Hindi and English.

**Interests:**

Studying, Keeping Public Relation, Travelling Historical and Natural Places, Movie & Music.

**Computer Literacy:**

MS office, Graphics, Environment Windows XP, Windows 7, Windows 8, Internet Surfing and Browsing.

**General Skills :**

|  |
| --- |
| * Basic understanding of writing business letter, memo, proposals. * Interpersonal communications is excellent. * Excellent team Work & Leadership * Very well Documentation & Presentation. * Enthusiastic, Quick learner, Committed & hard working, * Able to work under pressure & adverse situation. |

**Personal Information:**

Name : Tahmina

Date of Birth : November 10, 1986

Nationality : Bangladeshi (by Birth)

Residence : UAE

Visa Status : Residence Visa(Husband Sponsorship)

Religion : Islam

Race : Sunni

Marital Status : Married

Blood Group : B+ (positive)

**PROCLAMATION**

I do hereby declare that the particulars provided above are true and no misinformation is given.