

TAHMINA SULTANA

Gazipur, Bangladesh | 01709113562 | Sultana.tahminasmrity@gmail.com

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PROFESSIONAL SUMMARY

Dedicated and detail-oriented Accounting Professional with over 3 years of experience in medical billing and financial operations. Proven track record in managing cash counters and executive accounts within hospital environments. Committed to contributing to institutional growth through efficient financial management and strong interpersonal skills.

CORE COMPETENCIES

Financial Operations: Medical Billing, Cash Management, Accounts Maintenance.

Soft Skills: Hardworking, self-motivated, honest, and committed to deadlines.

Communication: Fluent in Bengali (Native) and proficient in English (Speaking/Writing).

Interpersonal: Strong teamwork, ability to take responsibility, and creative problem-solving.

PROFESSIONAL EXPERIENCE

Executive Accounts | Omega Medical Complex Ltd.

January 11, 2025 – Present

Manage executive-level accounts and financial documentation for the medical complex.

Oversee daily accounting tasks to ensure accuracy in financial reporting.

Billing Officer (Accounts/Cash Counter) | East West Medical College and Hospital

November 15, 2021 – January 09, 2025

Managed the cash counter, ensuring high accuracy in daily financial transactions.

Coordinated with patients and medical staff to streamline the billing process.

Maintained detailed financial records and reconciled daily receipts.

EDUCATION

Bachelor of Business Administration (B.B.A) | National University

Major: Accounting | Pubail Adarsha College, Gazipur

Passing Year: 2018 | CGPA: 3.05

Higher Secondary Certificate (H.S.C) | Dhaka Board

Group: Business Studies | Pubail Adarsha College, Gazipur

Passing Year: 2013 | GPA: 4.40

Secondary School Certificate (S.S.C) | Dhaka Board

Group: Business Studies | Kayer High School

Passing Year: 2013 | GPA: 3.94

REFERENCES

Md Rajib Hossain

Sr. Manager & Head - Accounts, Finance & Audit

East West Medical College and Hospital

Phone: 01990442789

Dr. Naim Hossain Ratan

Associate Professor

East West Medical College and Hospital

Phone: 01673127088

PERSONAL DETAILS

Permanent Address: Vill: Pubail, Post: Pubail 1721, Gazipur

Nationality: Bangladeshi | NID: 9557316347

Date of Birth: 05-05-1995