

Roaksana Akter

House- 23/24, Block-C (Jha), Sec-6, Mirpur, Dhaka1216

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E-mail: roaksana.mitu@gmail.com



Career Objective:

To build up a challenging career with a prestigious organization that demands creativity, analytical ability, interpersonal skills, smooth responsibility and teamwork for attaining excellence.

EMPLOYMENT HISTORY:

- | | |
|------------------|--|
| 1. Designation | : Assistant Accounts Officer |
| Duration | : July 2025 to till. |
| Department | : Accounts and Finance |
| Company Name | : Digi Lab Medical Services Ltd. |
| Company Location | :Mirpur-11,Dhaka. |
| 2. Designation | : Senior Accounts Officer |
| Duration | : February'21 to May'25 |
| Department | : Accounts and Finance |
| Company Name | : King's Bag & luggage Industries |
| Company Location | : Section-2, Mirpur-Dhaka. |
| 3. Designation | : Accounts Officer |
| Duration | : February 2018 to 2020 |
| Department | : Accounts and Finance |
| Company Name | : N.H.Plastic Industries |
| Company Location | : Shialbari ,Rupnagar,Mirpur-Dhaka. |

Job Responsibilities:

- Bank Reconciliation
- Monthly Contra entry position to ERP
- Maintain company all expenses and provisioning
- Check company's monthly petty cash expenses
- Check company expenses voucher
- Communicating with field force to improve sales
- Prepare Office all type note (English & Bangla)
- Banking, loans & Investment
- Supporting external financial audit

TRAINING QUALIFICATIONS

- | | |
|----------------|----------------------------------|
| 1. Designation | : Intern |
| Duration | : Six Month |
| Report Title | : Computer Basic & Information |
| Institute Name | : Jubo Unnoyon Odhidoptor |

Computer Skills:

- | | |
|----------------------|---------------------------------------|
| 1.Operating System | : Windows XP,7,8,10. |
| 2.Office Application | : MS Word, MS Excel, MS Power Point. |
| 3.Internet | : Familiar with Internet Application. |

ACADEMIC QUALIFICATIONS:

Exam Name	Institute Name	Group/Subject	Board/University	Passing Year	GPA/CGPA
BBA	Dhaka City College	Accounting	National University	2017	3.18
H.S.C.	Dhaka Commerce College	Business Studies	Dhaka Board	2011	4.90
S.S.C.	Mirpur Girls Ideal Laboratory Institute	Business Studies	Dhaka Board	2009	4.63

Personal Details:

Name : Roaksana Akter.
Father’s Name : Md.Monjur Hossain Mojumder.
Mother’s Name : Saima Parven.
Date of Birth : 28 December 1994.
Nationality : Bangladeshi by birth.
Religion : Islam.
National ID No : 01994269631800659.
Gender : Female.
Marital Status : Married
Permanent Address : 82, Elephant Road, Newmarket, Dhaka.
About me : I am a person with flexibility of mind and capability of
Doing work under pressure.

REFERENCES:

- 1) Munshi Sulaiman, PhD
Professor, Research Director
Brac Institute of Governance and Development
(BIGD)
Email: munshi.slmn@gmail.com
- 02) A.N.M Badsha Mia
Assistant Professor
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(Roaksana Akter)