



NUSRAT JAHAN AFIFA
House-20,Road-02,Doyal Housing, Bosila,
Mohammadpur, Dhaka-1207.
Phone No : 01752701233

Career Objective

To Find a challenging position to meet my competencies, capabilities, skills, education and experience. I am willing to give total support to the organization with the experience and capability that I have, in order to achieve organization's goals and create mutual benefits.

Academic Background

Masters of Business Administration (MBA)

Department : Human Resource Management
Result : 3.48 (out of 4.00)
Year : 2023
Institution : Daffodil International University.
Board : Private University.

Bachelor of Business Administration (BBA Hon's)

Department : Accounting
Result : 2.85 (out of 4.00)
Year : 2019 (Exam Held on-2021)
Institution : Govt. Sayed Hatem Ali
Board : National University.

Higher Secondary Certificate (H.S.C)

Group : Business Studies
Result : GPA 4.40 (out of 5.00)
Year : 2014
Institution : Siddeshwari Girls' College.
Board : Dhaka.

Secondary School Certificate (S.S.C)

Group : Business Studies
Result : GPA 4.38 (out of 5.00)
Year : 2012
Institution : Haider Ali High School & College.
Board : Dhaka.

Experience

- 1. Company Name** : Mahfel Huq & Co.
Designation : Executive Tax, VAT and RJSC
Duration : 6 (Six) Month's (October 2024 To March 2025)
Responsibilities :
 - I. Individual Tax Return Preparation.
 - II. Company Tax Return Preparation.
 - III. Value Added Tax(VAT) related work.
 - IV. National Board of Revenue (NBR) Approval related Work.

- 2. Company Name** : The Premier Bank Plc.
Designation : Internee
Duration : 4 (Four) Month's (September 2022 to December 2022)
Responsibilities :
 - I. Helping customers with transactions and answering their questions.
 - II. Assisting with checks, cash handling, and daily tasks.
 - III. Observing staff and learning about banking processes.
 - IV. Ensuring documents follow bank rules and helping with audits.

- 3. Company Name** : Apon Energy Solution
Designation : Jr. Account's officer
Duration : 01 (One) Year (July 2021 To July 2022)
Responsibilities :
 - I. Bank book maintain
 - II. Cash book maintain
 - III. Money receipt entry regular basis software entry
 - IV. Petty cash maintain

Skills

Language proficiency:

Good command over verbal and written communication in English & Bengali.

Computer Literacy:

Conversant with MS Word, MS Excel and Internet essential.

Personal Information

Name : NUSRAT JAHAN AFIFA
Father's Name : Md. Mostafa Sharif.
Mother's Name : Feroza Begum.
Present Address : House-20,Road-02,Doyal Housing, Bosila,Mohammadpur, Dhaka-1207.
Permanent Address : House no. 2277, North Sagordi, Navogram Road, Barishal.
Mobile : 01752701233
Date of Birth : 10 October 1997.
National ID No. : 1028914453
Marital Status : Unmarried
Sex : Female
Nationality : Bangladeshi (By Birth)
Religion : Islam (Sunni)
Height : 5'3"
Weight : 50 kg
Blood Group : B- (Negative)

Interest and activities

Reading Novels, Sports, Traveling, Marketing, Friendship.

Personal who know my ability

1. Mohammad Jakir Hossain
Joint Director (Cash Department), Bangladesh Bank
Barishal Branch,Barishal.
Phone: +8801730984590
Mail: mj.hossain@bb.org.bd



NUSRAT JAHAN AFIFA
Date-12/05/2026

2. Mohammed Sharif Mahmood
Deputy Manager,
Program In Charge Event & Coordination,
Maasranga Television Dhaka.
Email: Sharif.enp@maasranga.tv
Phone: +8801755580706