



RAFIA AKTER

ACCOUNTS EXECUTIVE

[Accounting || Financial Reporting || MS Excel]



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www.github.com/RafiaBonna



www.rafiabonna.top/

EDUCATION

Master of Business Administration

Eden Mahila College

2019-2020 GPA: 3.20 / 4.0

Bachelor of Business Studies

Eden Mahila College

2015-2018 GPA: 2.80 / 4.0

PROFESSIONAL TRAINING

- Modern Office Management & Computer Office Application
- Web Application Development

SKILLS

- Journal Entry & Ledger Posting
- Trial Balance Preparation
- Bank Reconciliation
- Financial Statement Preparation
- MS Excel (VLOOKUP, Pivot Table, IF)
- MS Word & PowerPoint
- Basic Knowledge of VAT & Tax
- Data Entry & Financial Record Keeping

LANGUAGE

- English (Fluent)
- Bengali (Excellent)

PROFILE

Seeking an entry-level position in Accounts or Finance where I can leverage my academic knowledge in Accounting along with my practical skills in financial data management, MS Excel, and related accounting software. I aim to contribute effectively to organizational growth by ensuring accurate financial reporting, supporting decision-making processes, and continuously developing my expertise in accounting and finance.

RELEVANT COURSEWORK

- Financial Accounting
- Cost Accounting
- Management Accounting
- Taxation
- Auditing
- Business Finance

PROJECTS

Point of Sale - POS

• LIVE



Developed a POS system to manage sales and financial records.

Credentials: Admin → Email: admin@gmail.com Pass: admin1234

Key Responsibilities:

- Managed daily sales and invoice records accurately and efficiently.
- Generated daily and monthly sales reports for financial tracking.
- Maintained customer and product records in an organized manner.
- Tracked stock levels and monitored purchase transactions.
- Assisted in financial data organization and documentation.
- Performed basic reconciliation of sales and cash records.
- Ensured accuracy in transaction entries and minimized reporting errors.

VOLUNTEER EXPERIENCE

NATIONAL IMMUNIZATION CAMPAIGN

- Actively participated in administering Polio vaccines and Vitamin A capsules
- Assisted in crowd management and documentation
- Maintained organized records during campaign activities
- Communicated health awareness information to the local community

REFERENCES

Md. Moshaidul Islam

Consultant

IsDB-BISEW IT Scholarship Programme

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Farhana Akter Lucky

Instructor

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