

AYSHA AKTER

Address: 72, Solaiman Mansion, Road No: 02, Dreamland R/A Bayazid Bostami, Chittagong

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Career Summary

A dedicated BBA graduate with experience in administration, coordination, and community engagement. My involvement in psychosocial support (MHPSS) initiatives and youth leadership activities has strengthened my communication, problem-solving, and organizational skills. Proficient in Microsoft Office applications, with a growing foundation in apparel merchandising and the ability to work efficiently in a dynamic environment.

Employment History

1. Deputy Chief Excellence Officer

Honest (Business for Humanity)

(January 2021 – April 2025)

Duties / Responsibilities:

- Directly handled cash transactions related to sales revenue, operational expenses, stipends, and community-based profit-sharing activities ensuring accuracy and transparency
- Maintained daily cash books, cash registers, and supporting vouchers; regularly reconciled cash on hand with records
- Assisted in preparing simple budgets and monitored cash utilization for community programs and awareness campaigns
- Prepared and checked payment vouchers, bills, invoices, and internal financial summaries for management review
- Ensured proper documentation and filing of cash receipts, expense records, and supporting documents in line with internal control procedures
- Coordinated day-to-day administrative and operational activities of a social enterprise supporting vulnerable communities
- Supervised volunteers and junior staff, providing guidance on cash handling procedures and reporting formats
- Assisted management by preparing expense summaries and activity-wise cost breakdowns
- Liaised with vendors, suppliers, and community representatives regarding payments and settlements
- Supported internal monitoring and review processes to ensure accountability and efficient use of resources

2. Executive (Survey Assistant)

National Board of Revenue (NBR)

(July 2019 – October 2019)

Duties / Responsibilities:

- Conducted field surveys and collected finance and tax-related data
- Verified financial records and assisted officers with documentation and data entry
- Supported administrative tasks related to financial information management

3. Field Survey Assistant (7 Days)

(15 Jun,2022- 21 Jun,2022)

ADOMSHUMARI SURVEY PROJECT

Chittagong

Area of Expertise

Data Collection (0 Months)

Duties/Responsibilities:

- Conducted household surveys and collected demographic data
- Ensured accurate data entry and maintained confidentiality
- Communicated effectively with diverse community members
- Met daily survey targets and followed field protocol

Academic Qualification

Title	Major	Institute	Board / University	Result	Pass Year
BBA (Professional)	Finance	Institute of Global Management	National University	CGPA 2.83	2020
HSC	Business Studies	Kulgaon City Corporation College	Chittagong Board	GPA 4.00	2015
SSC	Business Studies	Armed Police Battalion Public School	Chittagong Board	GPA 4.69	2013

Training Summary / Certification

Training / Certification	Topic	Institute	Year	Duration
Computer Office Applications	MS Excel, Word, PowerPoint, Forms	SDTC	2025	6 Months
MHPSS Orientation	Psychosocial Support	SDTG	2025	Short Course
SDG Fest 2025	Youth Leadership & SDGs	SDG Platform	2025	Workshop
Apparel Merchandising Course	Merchandising Process, Order Follow-up, Buyer Communication, Costing	Chittagong Merchant Academy	Ongoing	6 Months

Specialization

- Office Administration
- Coordination & Team Support
- Customer Service
- Data Entry & Documentation
- Microsoft Office (Excel, Word, PowerPoint)
- Communication Skills
- Psychosocial Support (MHPSS)
- Youth Leadership
- Event & Workshop Coordination
- Apparel Merchandising (Basic)

Volunteer Experience and Events

Youth Advisory Council (YAC) — Active Member

(March 2025 – Present)

- Participated in youth leadership and SDG advocacy programs
- Supported coordination, documentation, and event management activities

Blood Bonding Bangladesh — Volunteer Member

(December 2018 – Present)

- Organized blood donation campaigns and awareness programs
- Assisted in emergency coordination and record keeping

Nobody to Somebody — Committee Member

(Nov 2025–Present)

- Participated in peacebuilding and conflict resolution initiatives
- Engaged in community awareness and social harmony programs

Events / Campaigns:

Blood Donation Campaigns, Community Awareness Drives, Emergency Support Activities

Personal Details

Father's Name: — Md. Abu Ahmed

Mother's Name: — Shanaz Ahmed

Date of Birth: — 26 May 1998 **Gender:**

Female

Marital Status: — unmarried

Nationality: Bangladeshi

Religion: — Islam

Blood Group: — A+

Permanent Address: —, Village: Jagatpur, P.S:Fulgazi, District: Feni

Reference

1. Mohammad Abu Daud Syed

Commissioner of Taxes, NBR

Email: badalsyed@yahoo.com

2. Mohammad Nasir Uddin

Assistant Director, BEPZA

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