

CURRICULAM VITAE

RUNA LILA

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Career Objective

As a graduate of Accounting, my career objective is to leverage my strong academic foundation and practical experience to excel in the field of finance and accounting. I aspire to contribute my expertise in financial analysis, budgeting, and strategic financial management to a dynamic organization, while continuously expanding my knowledge and skillset.

Educational Qualification

Degree	Institution	Board/University	Passing Year	Result
MBA (Accounting)	Cantonment College, Jessore	National University	2023	CGPA 2.97 out of 4.00
BBA (Accounting)	Cantonment College, Jessore	National University	2019	CGPA 2.96 out of 4.00
HSC (Business Studies)	B.A.F. Shaheen College, Jessore	Jessore Board	2015	GPA 3.92 out of 5.00
SSC (Business Studies)	B.A.F. Shaheen College, Jessore	Jessore Board	2013	GPA 4.50 out of 5.00

ICT Qualification

- Operating System: Windows 10
- Microsoft Office Package: MS Word, MS Excel, MS PowerPoint
- Internet Browsing & Email Communication
- Basic Data Entry & Documentation Skills

Key Skills

- Accounting & Bookkeeping
- Cash Handling & Financial Record Maintenance
- MS Excel Spreadsheet Management
- Communication & Teamwork
- Time Management
- Report Preparation

Language Proficiency

Language	Reading	Writing	Listening	Speaking
Bengali	Excellent	Excellent	Excellent	Excellent
English	Good	Good	Good	Good

Personal Information

Father's Name : Md. Hafizur Rahman
Mother's Name : Rizia Begum
Present Address : House No-114/6, North Mugdapara, Dhaka-1214
Permanent Address : Village: Faridpur, Post Office: Amdabad, Jashore Sadar, Jashore
Marital Status : Married
Religion : Islam
Date of Birth : 19-11-1997
Nationality : Bangladeshi
NID No. : 3305527206

Experience / Internship

Fresher: Although I am a fresher, I am eager to apply my academic knowledge and develop practical experience in accounting, finance, and office administration through sincere dedication and hard work.

Declaration

I hereby declare that all the information stated above is true and correct to the best of my knowledge and belief.



Runa Lila