



Sumya Binte Sinha

Aspiring Accounts & Audit Professional | MBA & BBA in Accounting

CONTACT



+88 01647-772204



sumyabintesinha@gmail.com



H. N # 205, Bhuiyan Bari, BOF- 1703,
Gazipur Sadar, Gazipur

EDUCATION

- **Master of Business Administration (MBA), Accounting**
CGPA : 3.08 (Out of 4.00)
Govt. Shahid Suhrawardy College
Graduation Year: 2023
- **Bachelor of Business Administration (BBA), Accounting**
CGPA : 2.87 (Out of 4.00)
Govt. Shahid Suhrawardy College
Graduation Year: 2022
- **Higher Secondary Certificate (H.S.C), Business Studies**
GPA : 3.75 (Out Of 5.00)
Gazipur Govt. Mohila College
Graduation Year: 2018
- **Secondary School Certificate (S.S.C), Business Studies**
GPA : 4.33 (Out Of 5.00)
Gazipur Cantonment Board Girl's High School
Graduation Year: 2016

TRAINING

- **Computer Office Application**
(3 Month's) | 2022
- BOF Paribar Kollyan Samity

PROGRAMS SKILLS

- MS Office
- Internet
- Email

LANGUAGES

- Bengali
- English

CAREER OBJECTIVE

Detail-oriented professional holding **MBA and BBA degrees in Accounting**, equipped with strong knowledge of **financial accounting, auditing standards, and regulatory compliance**. Possesses excellent **analytical, problem-solving, & communication skills**, complemented by practical marketing experience. Seeking a challenging **Accounts & Audit** role to contribute **accuracy**, enhance **financial controls**, and support **organizational growth**.

CORE COMPETENCIES

- Financial Reporting & Statement Preparation
- Internal Audit Planning & Execution
- Account Reconciliation & Ledger Maintenance
- Taxation Compliance & VAT Management
- Budget Development & Financial Forecasting
- Regulatory Compliance & Risk Assessment
- Proficient in ERP Systems (Tally, QuickBooks, SAP)
- Advanced MS Excel & Financial Modeling
- Strong Analytical & Problem-Solving Skills
- Detail-Oriented with High Accuracy
- Data Validation & Financial Documentation
- Effective Time Management & Prioritization
- Clear Communication & Interdepartmental Coordination
- Market Research & Consumer Behavior Analysis

PROFESSIONAL EXPERIENCES

Management Trainee Officer – Marketing & Branding
Keya Cosmetics Ltd.

Jorun, Konabari, Gazipur

August 2024 – Present

PERSONAL INFORMATION

Date of Birth	: September 17, 2000
Gender	: Female
Marital Status	: Married
Nationality	: Bangladeshi
Nid No	: 4219771608
Religion	: Islam
Permanent Address	: H. N # 205, Bhuiyan Bari, BOF- 1703, Gazipur Sadar, Gazipur

Thank's & Regard's,

Sumya Binte Sinha