



Sharmeen Sultana Mitu

Accounts Officer

Personal Info

Address

Present: West Firozshah Colony,
Akbershah, AK Khan

Permanent: Kuillea Meah Bari,
Toilerdwp, Anowara

Phone

01860580166

Email

sharmeenmitu270100@gmail.co
m

Gender

Female

Date of Birth

27-01-2000

Place of Birth

Chattogram

Marital Status

Married

Nationality

Bangladeshi

Skills

Time Management

Proficient

Team Collaboration



Summary

Detail-oriented Accounts Officer with extensive experience in managing accounts receivable and payable. Proficient in financial reporting, budgeting, and analytical thinking. Strong time management and communication skills, with a proven ability to collaborate effectively within teams. Excel proficient with solid record-keeping capabilities, dedicated to enhancing organizational financial processes.



Objective

Seeking an entry-level teaching position where I can utilize my enthusiasm for education and passion for student development to foster a positive learning environment.



Experience

Accounts Officer, Well Food

August 2023 - Present

Well Park, GEC Moor

- Managed accounts receivable and payable, ensuring timely processing of invoices and payments.
- Assisted in the preparation of monthly financial reports, providing insights into budget variances and cash flow.



Education

SSC, Ispahani Adarsha High School

Chittagong

GPA: 4.61 out of 5.00

HSC, Chittagong Govt Women's College

Chittagong

Communication

Budgeting

Analytical Thinking

Excel Proficiency

Record Keeping

Languages

Bengali

Native speaker

English

Very good command

Interests

Painting

Reading

Watching Movies

Travelling

GPA: 4.42 out of 5.00

Bachelor of Business Administration, National University

GPA: 3.08 out of 5.00



Certifications

Red Crescent Society Basic Training, Bangladesh Red Crescent Society

Chattogram

Origin about Red Crescent Red Cross Movement, International Humanitarian Law

First Aid Training, Bangladesh Red Crescent Society

Chattogram

Intro to first aid, CPR, shock, fit fainting, burning and it's management, bleeding and it's management, poisoning, bites etc.



References

Md. Saidul Alam Masud

Assistant Director

Bangladesh Rubber Board

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Misbah Uddin Ahmed Mizan

Executive

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