

Circular # CIR/2026/099

Tracking # 1222153

JASMIN AKTER SHIMA

Present Address:

Komolapur, Faridpur Sadar, Faridpur

Mobile: 01937898432

E-mail: shima.akter19992018@gmail.com

PERSONAL INFORMATION

Name	: JASMIN AKTER SHIMA	Alternate Contact No.	:
Father's Name	: MD. Sundar Ali	Residence Phone	:
Mother's Name	: Rahima Begum	Marital Status	: Married
Date of Birth	: May 5, 1999	Gender	: Female
Home District	: Comilla	Blood Group	: O+
Religion	: Islam	National ID	: 8710287015
Nationality	: Bangladeshi		

Permanent Address:

R. K. Mission Road, Dhaka -1203

ACADEMIC QUALIFICATION

Degree	Subject/Major	University/Faculty/College/School	Year	Result	Out of
M.B.A	Management	Kabi Nazrul Government College, Kabi Nazrul Government College	2022	3.03	4
B.B.A	Management	Kabi Nazrul Government College, Kabi Nazrul Government College	2021	2.76	4
H.S.C	Commerce	Central Women's College, Dhaka Board	2017	3.98	5
S.S.C	Commerce	Shahid Nabi High School, Dhaka Board	2015	4.17	5

JOB EXPERIENCE

01. **Accountant** , Tex Craft Fashion (October 26, 2024 to October 31, 2025) 1 year

Job Summary : A self motivated individual willing to build career in a leading sustainable organization, having excellent communication and leadership skill proficient in English and ready to work in home and abroad considering every challenges as an opportunity. As accountant my duties are accurately entering financial transaction into accounting software and maintaining the general ledger. Processing invoice, managing payments to vendors and issuing invoice to clients. Providing documentation and support during internal and external audits. Supporting the processes that close the books for the month and year. Assisting with the preparation of budgets and financial planning. Compiling and presenting financial statements, balance sheets, and profit and loss statements. Developing and managing budgets creating finisher forecasts and monitoring financial performance.

OTHER INFORMATION
Proficiency in English : Reading : Good Writing : Good Speaking : Good

Computer Skills

MS Word, MS Excel, MS PowerPoint, MS Access, Fundamentals and Internet

Academic Distinctions
Extra Curricular Activities
Any other thing you want to disclose
REFEREE INFORMATION

1. **Name** : Salma Akter
Position : Branch Compliance Manager
Company Name : BRAC Bank Ltd
Address : Bijoy Nagar Branch
Phone : 01708459756
Email : salmaakter.3137@bracbank.com
Relation : Sister
2. **Name** : MD. Kamal Hasan
Position : Chairman
Company Name : Tex Craft fashion
Address : Vadam, Nishatnagar, Tongi, Gazipur
Phone : 01781388066
Email : texcraftfashion@gmail.com
Relation : Brother

Generated by Staffing & Resource Planning