



JOHORA TARA

+8801516-056568

johoratara01@gmail.com

8/7 Vatpara, Savar-Dhaka

EDUCATION

BBA in Accounting and Information Systems

Gopalganj Science & Technology University,
Gopalganj-8100
CGPA - 3.47 out of 4.00
Passing year : 2024

HSC (Business Studies)

Savar model college, savar,Dhaka
GPA - 4.33
Passing Year - 2018

SSC (Business Studies)

Radio colony model School, Savar Dhaka
GPA - 4.83
Passing Year - 2016

PERSONAL DETAILS

Name : Johora Tara
Father's name: Din Islam Moznu
Mother's name: Monira Begum
Date of Birth : 2/2/1999
Marital status : Married

LANGUAGE PROFICIENCY

- English - Fluent
- Bangla - Native

SKILLS

- Advanced MS Excel (data entry, reporting, basic analysis)
- Strong communication skills (English - spoken, reading & writing)
- Counseling & interpersonal skills
- Client handling and support
- Basic knowledge of HR & compliance processes
- MS Word & PowerPoint

CAREER OBJECTIVE

Business-background BBA graduate seeking a Junior Accountant position in an NGO to utilize accounting and financial management skills for organizational growth and social impact.

ACHIEVEMENT

- Achieve "Shera Pathak Award" form Bisshoshahitto Kendra of 2011
- Successfully completed "The Fundamentals of Digital Marketing Certification from Google Digital Garage
- Successfully completed "Advanced Office Application Course" from National Youth Training Center

WORK HISTORY

Agrani Bank PLC

Internship | October 2023 - January 2024

- Assisted in client onboarding and documentation while ensuring accuracy and compliance.
- Verified customer information and maintained confidential records.
- Communicated with clients regarding account services, loans, and formalities.
- Supported data entry, reporting, and documentation using MS Excel.
- Developed strong interpersonal and communication skills through client interaction.

REFERENCES

Dr. Md. Solaiman Hossain
Associate Professor
Dept. of Accounting & Information Systems
Gopalganj Science & Technology University
Phone Number: +8801918-916363
Email: solaiman_ru@gmail.com