

CURRICULUM VITAE OF

Munni Akther

C/O: Md. Akter Hossain

West Aliyarpur ,Begumganj, Noakhali.

+880 1856187222

 aktermunni1992@gmail.com



Career Objectives:

To pursue a challenging career with dedication and provide my efficiency to the fullest in a professional organization environment wherever I serve my duties that will discover the potential in me.

Experience: 3 years

- 01. Company Name :** Walton Group.
- Position :** Sr. Sales Officer-(Floor In charge)
- Department :** Sales
- Location :** Lalkhan Bazar, Chattogram.
- Duration :** 11th-Dec'2021 to 09th-Nov'2024
- Job Responsibility:** Manage all accounting transaction. Reconcile accounts payable and receivable. Ensure customer Service and Showroom sales .Prepare and process local and corporate Sales orders. Provide information about product. Cash & Funds management. Achieve Monthly sales targets. Check Bills with Supporting Documents. Prepare all kinds of Journal when needs (Voucher). Report daily sales activities to the Manager. To maintain account related documents/reports as required by the department and Circulate to the manager.
- 02. Company Name :** Anwara legacy Fashion Ltd.
- Position :** Junior Officer
- Department :** Account
- Location :** C&B Heavy Industrial Area, Kalurghat, Chattogram.
- Duration :** 02th-May'2021 to 08th-Dec'2024
- Job Responsibility :** Manage all accounting transaction. Reconcile accounts payable and receivable. Make sure on time payments (bank & cash / mobile wallet). Cash & Funds management. Check Bills with Supporting Documents. Prepare all kinds of Journal when needs (Voucher). To maintain account related documents/reports as required by the department and Circulate to the manager. Contact appropriately in all other sections.
- 02. Company Name :** Base Textiles Limited
- Position :** Internship
- Department :** Finance & Accounts
- Location :** Industrial Area, Kalurghat, Chattogram.
- Duration :** 02th-Jan'2021 to 29th-Apr'2021
- Job Responsibility :** Checking all transaction evidence. Accounting data entry in software. Preparing all types of payment, receipt and fund transfer sheet. Maintain cashbook & Bank book Ensure the accuracy and timeliness of financial record-keeping.

Educational Qualification:

Masters of Business Administration (MBA):-

Name of the institution : Govt. Commerce College
Group : Management
Result : 3.03 out of 4.00
Passing Year : 2019
Board : National University

Bachelor of Business Studies (BBS):-

Name of the institution : Government Haji Mohammad Mohsin College Chittagong
Group : Business Studies
Result : 2nd Division
Passing Year : 2016
Board : National University

Higher Secondary Certificate Examination (HSC): -

Name of the institution : Kapashgola City Corporation Mohila College
Group : Business Studies
Passing year : 2011
Result : 3.80 out of 5.00
Board : Chittagong.

Secondary School Certificate (SSC): -

Name of the institution : C.J.M High School
Group : Business Studies
Passing year : 2009
Result : 4.31 Out of 5.00
Board : Chittagong.

Course & Practice:

Training Title	Training Cover	Institute/ Company	Location	Year	Duration
Computer course	Office Management	Bangladesh Youth Development Academy(BYTA)	ChawkBazar, Chittagong, Bangladesh	2018	6 Months
Production Planning And Management	Industrial Production Management.	Institute of Apparel Management (AIM)	OR Nizim Road, GEC, Chandgaon, Chittagong	2021	3 Months

Achievement:

- Strong leadership skill and profound analysis ability
- Ability to work under stress and pressure.
- Willingness to take on responsibilities and challenges with commitment and honesty.
- High level of professional integrity.
- Good Organized Skills.
- Good Time management Skills

Personal Information:

Name : Munni Akther	Present Address:
Father's Name : Akter Hossain	Village: Sultanpur, P.O : Aliapur
Mother's Name : Fatema Begum	P.S: Begumgonj, District : Noakhali.
Date of Birth : 28 th -Oct'1992	Country: Bangladesh.
Marital Status : Single	Permanent Address:
Religion : Islam	Village: Sultanpur, P.O : Aliapur
Nationality : Bangladeshi	P.S: Begumgonj, District : Noakhali.
NID NO : 7768422441	Country: Bangladesh.

Declaration:

"I certify that all the information stated in this curriculum vita is true and complete to the best of my knowledge. I authorize the corresponding authority to verify the information provided in this curriculum vitae."

Signature

Munni Akther