

Anjuman Ara Shathi

House # Kha-16, Shahjadpur, Gulshan-2, Dhaka-1212.

Mobile: +880 1738 163 092, Email: anjumshathi2024@gmail.com



BUSINESS MANAGEMENT & ANALYSIS

Dedicated and detail-oriented Assistant Accountant with over 1 years of experience in financial reporting, accounts payable/receivable, bank reconciliation, and VAT/tax documentation. Proficient in accounting software and MS Excel. Strong analytical skills with the ability to maintain accurate financial records and support senior management in decision-making.

KEY COMPETENCIES

Process improvement	Report writing and presenting	Strong interpersonal skills
Data-driven strategic planning	Critical thinking skills	Proactive and self-motivated
Cost-benefit analysis	Excellent communication skills	Exceptional organisational skills

PROFESSIONAL EXPERIENCE

ZEDOK GROUP

Jan 2025 - DEC,2025

Assistant Accounts Officer

In my previous role as an Assistant Accountant I maintain daily transactions , Bank transactions input account data in software via “Dream Apps” and make monthly Expense sheet make work report My experience in project management, team work has prepared me to take on the challenges of this role with confidence.

Midland Bank PLC

Sep 2024 - DEC 2024

Internship - Agent Banking Division

- Assisted in daily agent banking operations and customer service activities
- Supported account opening process and KYC documentation verification
- Monitored transaction records and prepared basic reports
- Communicated with agents regarding compliance and operational issues
- Gained practical knowledge of digital banking and financial inclusion services

EDUCATION & CERTIFICATIONS

Bachelor of Business Administration (Honor's)

Majors: Accounting, CGPA: 3.27, Year: 2024
Siddheswari Girls College

Higher Secondary Certificate (HSC)

Majors: Business Studies, CGPA: 4.00, Year: 2018
Siddheswari Girls' College

Secondary School Certificate (SSC)

Majors: Business Studies, CGPA: 4.28, Year : 2016
Gulshan Model High School & College

EXTRACURRICULAR ACTIVITIES

🎓 Academic & Skill-Based Activities

- 1) Debate Club – Improves public speaking and confidence
- 2) Creative Writing / Storytelling – Improves imagination and language skills
- 3) Language Learning (English, Arabic, Chinese, Korean etc.)

👥 Social & Leadership Activities

- 1) Volunteer Work
- 2) Scouting / Girl Guides
- 3) Community Service
- 4) Public Speaking Club

🌐 Professional & Career-Oriented Activities

- 1) Internship Experience
- 2) Seminar Participation
- 3) Public Speaking Program
- 4) Entrepreneurship Program

PERSONAL INFORMATION

Father's Name : Abdul Haque Jaman
Mother's Name : Kohinur Begum
Date of Birth : 02/01/1998
Permanent Address : Vill: Jalla, P.O: Baherghat,
P.S: Wazipur, Barishal.

COMPUTER SKILLS

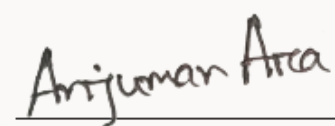
MS Office Program	MS-Word, MS-Excel, MS-Access, MS-PowerPoint
Typing Speed	Typing Speed (22 to 35wpm) Both Bangla & English
Communication Skills	Internet Browsing, E-mail & Adobe Photoshop etc.
Software Skill	Accounting Maintenance Software (ERP)

REFERENCES

Reference -1	Description
Name & Designation	Monoj Kumar Pal Asist. Profession - Accounting Siddheswari Girls' College Cell: +8801716172798

Reference -2	Description
Name & Designation	Md. Kamrul Hasan Assistant General Manager Baagh Eco Motors Ltd. Cell: +8801518 320 170 Email: kamruloffice2025@gmail.com

I, the undersigned declare that the information specified in this CV is true to the best of my belief and knowledge and correctly describes my experience and myself.


Signature