



Farhana Yeasmin

To secure a challenging position that utilizes my years of experience, while allowing me the opportunity to grow professionally. Using my skills in the best possible way for achieving the company's goal. And my goal is to become a valued asset for company.

• Work Experience

Sep, 2021 **Streat Limited. (Concern of Rangs Group)**
To Present **Sr. Executive-Finance & Accounts**

Sep, 2018 **TruckLoad Ltd. (Concern of Rangs Group)**
To Aug, 2021 **Executive-Finance & Accounts**

Responsibilities:

- Maintain all financial transactions (Process invoice, records payment & track expenses, Accounts Receivable, payable , General ledger, Bank reconciliation etc
- Prepare different kinds of financial report-monthly, quarterly & Yearly to summarize current & projected company financial position. (as per Management Requirements)
- Salary Management & Disbursement.
- Preparing monthly budget, Cash flow statement & projection
- Post all transaction in accounting software.
- Assist to Maintain Company VAT & Tax.
- Financial Analysis and Assistance in company projection & Valuation.

• Education

2020-2021 American International University-Bangladesh.
Master's in Business Administration

Major- Accounting
CGPA: 3.93 (out of 4)

2015-2018 Bachelor in Business Administration (BBA)
Major: Accounting & Finance
Minor: Management Information System (MIS)
CGPA: 3.82 (out of 4)

2012-2014 Dhaka City College.
Higher Secondary Certificate (HSC)
Group: Business Studies
GPA: 5 A+ (out of 5)

• Achievements

- Awarded with Dean's Award for having good Academic Record at AIUB
- Achieved the 1st runner up position in the Poster Competition of the course Global Trade
- Academic Scholarship every semester at AIUB

• Personal Info

363/B/3, North Pinerbag, Mirpur, Dhaka-1216.

01681839877

Farhanaeva21@gmail.com

[linkedin.com/in/farhana-yeasmin](https://www.linkedin.com/in/farhana-yeasmin)

01/01/1997

• Skills

- Accounting Software-Tally & Xero
- Time Clock Wizard (HR Software)
- **MS Office:** MS Word, MS Excel, MS Power point & MS Project
- Basic Understanding of **ERP**
- Build website with CMS (farhanaeva21.wixsite.com/farhana)
- Team Management
- Excellent Time Management
- Communication Skills

• Extra-Curricular Activities

- Senior member at AIUB business club (ABC)
- Volunteered for MIS Day, BIZ Tech Day & AIUB Job Fair.
- Assist the participants in Microsoft Dynamics-CRM workshop.
- Participated in "SAP Workshop" to understand the fundamental operations of SAP and its modules.
- Participated in "Corpo Route Key 2" seminar organized by Youth Voice of Bangladesh.
- Participated in an E-commerce workshop for **Website** Developing

• References

• Mohammad Faridul Alam
Associate Professor and Head
Department of Accounting
American International University-Bangladesh
Mobile: 01819293179
Email-mf.alam@aiub.edu

• Mr. Mansurul Alam
SPO & Manager
Islami Bank Bangladesh Ltd,
College Road Branch, Feni
Mobile: 01819172396