Resume of
Nishat Jahan

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jahannishat508@gmail.com
n i s h a t - j a h a n
Bonnomala Road, Tongi College Gate, Tongi, Gazipur



Career Objective

To build a career as an MIS Officer where I can utilize my analytical skills, reporting expertise, and data management abilities to support management decision-making and improve organizational efficiency.

Professional Experience

Trainee Officer
Abul Khair Ceramics Ltd,
Kaliganj, Gazipur
Sept, 2025 – Present

Key Responsibilities

- Collect, compile, and analyze daily, weekly, and monthly production data
- Prepare MIS reports related to production output, efficiency, wastage, and downtime
- Maintain accurate production records in Excel
- Coordinate with the production, planning, and quality teams
- Track targets vs actual production and highlight variances
- Support management with data-driven insights and reports
- Ensure data accuracy and timely submission of reports

Senior Officer
Orion Group Ltd, Orion House, Tejgaon, Dhaka Jan, 2024 – Sept, 2025

Key Responsibilities

- Prepared Daily Voucher
- Responsible for all types of invoices
- Collecting sales data
- Responsible for overall warehouse stock
- Prepared a report on Excel using different reporting tools and formats

Educational Qualification

BBA. in Accounting & Finance Year 2022
American International University of Bangladesh
CGPA: 3.70 out of 4.00

Higher School Certificate (HSC) Year 2017
Shaheed Ramiz Uddin Cantonment College (Dhaka)
GPA: 3.67 out of 5.00

Secondary School Certificate (SSC) Year 2015
Daudpur Putina High School (Narayanganj)
GPA: 4.50 out of 5.00

Professional Training

- Advance Excel for Accounting & MIS Reporting
- Basic IFRS & Corporate Taxation workshop
- ERP-based Sales, Production & Inventory Reporting
- KPI Analysis & Management Reporting

Internship

IDLC Finance LTD, Dilkusha, Palton.
Key Responsibilities

- Bills collection and Bills entry
- Customer relationship management
- Documentation paper and record keeping

Personal Information

NID No	1955233117
Nationality	: Bangladeshi
Father's Name	: Mahmudul hasan
Mother's Name	: Kamrun Nesa
Marital Status	: Married
Spouse Name	: Asik Rahman Pantho
Blood Group	: B (+ve)
Date of Birth	: 10th Dec 1999
Permanent Address	: Rupganj, Narayanganj
Present Address	: Tongi, Gazipur

Reference

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