

Sanjida Alam

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Objectives

To secure a challenging position for effective utilization of my knowledge and skills as well as for further professional advancement.

Experience

Accounts Executive at Q-rex Diagnostics center from 02.03.2021 to 03.05.2023

- Posting journals.
- Maintaining ledger.
- Preparing bank reconciliation statement.
- Provided administrative and management assistance to auditor.
- Preparation of financial statements.

Education

- MBA in University of Chittagong (2016)
- BBA in University of Chittagong (2014)

Personal skills

- Reliable & professional
- Time management
- Team player
- Organized

Professional skill

- Communication skills
- Client networking
- Collaborative nature

Personal Information

Date of Birth : 01-04-1992
Religion : Islam
Nationality : Bangladeshi
Marital Status : Married
Visa Status : Residence Visa (Transferrable)