



Jannatul Mawa

Accounts Manager

DATE OF BIRTH

6 January 1994

CONTACT ME

+971 563282844

jannatmawabd@gmail.com

Al Qusais 2, Dubai

EDUCATION

MBA
Premier University
Course In HRM (Human Resource Management)
2021 - 2022

Course Studied
BGC TRUST UNIVERSITY BANGLADESH
Course In HRM (Human Resource Management)
2014 - 2018

SKILLS

- Data Analysis
- Data Entry
- MS Office
- Power Point
- Accounting
- Financial Statement

ABOUT

I am a hardworking and honest individual, a good timekeeper, always willing to learn new skills. I am able to work independently in busy environments and also within a team setting,, I am outgoing and tactful and able to listen effectively when solving problems.

NATIONALITY

- Bangladeshi

WORK EXPERIENCE

Account Assistant 2020 - 2022
BCSIR Laboratory I Chattogram
- Handles all bank records and transactions, cash flows
- Communication with clients and completing investment portfolio contracts
- Preparing reports and budgets, data entry

Accounts Manager 2023 - Continuing
Najmat Al Naqaa Documents Clearing Services
Coastal Building, Al Qusais 2, Dubai
- Preparing reports and data entry
- Managing, invoicement, payment and collection from clients
- Preparation of financial statement, balance sheet, cash flow

VISA STATUS

Currently On My Own Visa

LANGUAGES

- English
- Hindi
- Bengali