



## **Personal Information**

Date of Birth - 13/08/1996

Nationality - Bangladeshi

Al Rashidya 2, Ajman, UAE.

**UAE Diving License No. 368651**

**+971 58 1510929**

[sunjinakonika@gmail.com](mailto:sunjinakonika@gmail.com)

## **Languages**

- Bangla
- English
- Hindi
- Urdu

## **Computer Skills**

- Microsoft office
- Microsoft word
- Microsoft excel
- Power point

# **Sunjina Zaman Konika**

## **Cashier & Customer Service Executive**

To be a part of prominent officials in a challenging work environment to make myself enable to apply skills and acquired abilities bent on deriving the best out of it, as a professional I would like to be responsible and sincere in my duties as well as organized along with loyalty.

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### **CASHIER & CUSTOMER SERVICES – LM EXCHANGE**

#### **MAY 2023 TO PRESENT**

##### Duties & Responsibilities

- Provides support and information to customers, over the counter and by phone.
- Delivering information about a company's promotions offerings.
- Handling customer complaints.
- Developing and documenting knowledge into helpful content.
- Bulk cash handling.
- Ensuring transactions are completed in an efficient manner with a high level of accuracy.
- Follow compliance procedures, company policies and abides by all health and safety guidelines as per company standards.
- Serves customers by providing service information and resolving service problems.

### **ACCOUNTANT – AL HASSAN ELECTROMECHANICAL CONT. L.L.C. UAE.**

#### **DEC 2021 TO FEB 2023**

##### Duties & Responsibilities

- Dealing cash payments and cheque issuing.
- Preparation of daily report and monthly P&L.
- Updates accounts receivables and accounts payable.
- Preparation of salary sheet.
- Maintains financial security by following internal controls.
- Reconciling credit card statements and payments.

## Area of Expertise

- Accounts payable
  - Accounts receivable
  - Group expense allocation
  - Monthly/quarterly
  - Stock verification
  - Margin analysis
  - Cheque issuing
  - Cash handling
  - Petty cash
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## PERSONAL SKILLS

- Active Listener
- Strong communicator
- Creative
- Innovative
- Enthusiastic
- Initiative-taking
- Collaborator
- Flexible
- Cheerful outlook

- Handling cash and credit card sales.
- Handling petty cash payments and reconcile
- Entering the online and physical credit card sales & reconciling
- Dealing of petty cash funds with regular reporting.
- Create daily reports for management and team members.
- Preparation and maintenance of expense vouchers and bills.
- Verification of invoices, Debit / Credit Notes And Bills.
- Ensuring timely Supplier payments.
- Periodic reconciliation party ledgers and balances.
- Closely coordinate with the auditors for their requirements.
- Manage all accounting transaction.

## Medical Transcriptionist – EVER CARE HOSPITAL, DHAKA, BANGLADESH AUGUST 2021 TO OCTOBER 2021

### Duties & Responsibilities

- Performed tasks of interpreting and transcribing dictation by Doctor.
  - Maintained strict patient and physician confidentiality.
  - Understand medical terminology and abbreviations.
  - Maintaining the transcription reports.
  - Proofread and edit transcribed reports.
  - Overall filing of documents and keeping updates.
  - Type letter, correspondence and other medical documentation.
  - Edit, revise, and clarify inaccuracies.
  - Assist physicians and administrators with data entry.
  - Analyze transcriptions and medical records.
  - Review existing medical records and identify gaps in patient files.
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## EDUCATION

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| <b>B.Pharm</b> from Daffodil University, Dhaka, Bangladesh.  | (2020) |
| <b>H.S.C</b> from Lalmatia Mohila college, Dhaka Bangladesh. | (2015) |
| <b>S.S.C</b> from Agrany School & College, Dhaka, Bangladesh | (2013) |
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## DECLARATION

I hereby declare that the above furnished information is true to the best of my knowledge and belief.