

Nusrat Jahan

Accounts Officer

CONTACT

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SKILLS

Financial reporting
Bank reconciliation
VAT and tax returns
Accounts payable and receivable
Budgeting and variance analysis
Internal audit support

SOFTWARE

Tally ERP 9, QuickBooks
MS Excel (pivot tables, VLOOKUP)
SAP (FI module, basic)

CERTIFICATION

Diploma in Accounting with Tally, Example Institute (2023)

LANGUAGES

Bengali (native)
English (fluent)

PROFILE

Accounts officer with two years' experience in day-to-day accounting, monthly closing and VAT compliance for a manufacturing company. Careful with numbers and deadlines, and comfortable turning raw data into clear reports for managers. Looking for a role in a finance team where accuracy and good process matter.

EXPERIENCE

Accounts Officer Feb 2024 – Present
Example Garments Ltd., Gazipur

- Record 400+ transactions a month and prepare the monthly trial balance
- Reconcile five bank accounts monthly; cleared a six-month backlog in the first quarter
- Prepare monthly VAT returns and keep supporting documents ready for audit
- Track supplier payments and cut overdue payables by 35% with a weekly schedule

Junior Accounts Executive Jul 2023 – Jan 2024
Example Trading House, Dhaka

- Entered vouchers and invoices in Tally and kept the ledgers up to date
- Assisted with petty cash, payroll sheets and year-end audit requests

EDUCATION

MBA in Finance 2023
Example University, Dhaka *CGPA 3.55 / 4.00*

BBA in Accounting 2021
Example University, Dhaka *CGPA 3.41 / 4.00*

ACHIEVEMENTS

- Built an Excel tracker for aged receivables, now used by the whole accounts team
- Employee of the quarter, Example Garments Ltd. (Q3 2024)