

Shahina Sultana

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## Objectives

Attainment of Maximum Value through offering well merited performance and interchanging benefit with the organization. I want to be an adaptable professional who understands that proficiency and ability have become pivotal resources.

## Experience

### **First Finance Ltd.(FFL) Continue**

From 02 May 2011 to till now

#### **Operation Related Work :**

1. Daily Balance checking & Fund Transferred to Head Office
2. Issuance of daily payment cheque & voucher
3. Preparation of service request for monthly office Rent, Electricity bill, Water bill. T&T bill, Etc.
4. Preparation of service request for Lunch bill and Other Bill and issue cheques & vouchers
5. Preparation of service request for approval to make monthly interest payment of TDR & prepare cheque and issue vouchers against the respective client(s)
6. Renew TDR in the system & issue vouchers
7. Preparation & submission request of permission from Head Office for TDR Encashment
8. Issue TDR Encashment vouchers and Cheques in favor of respective client(s)
9. Preparation of monthly & quarterly report of TDR & MSS Issuance daily vouchers
10. against different bills
11. Collect daily bank statement (IFIC & Bank Asia) submitted to Head office
12. Issue all adjustment vouchers with Head office GL Issue all Branch
13. adjustment vouchers with GL
14. Issuance of all Quarterly adjustment vouchers against Interest Suspense, provision and Deprecation
15. Maintaining branch Petty cash
16. Preparation of service request for approval to make monthly interest payment of MSS & prepare cheque and issue vouchers against the respective client(s)

#### **Report Related Works:**

1. Monthly Bank Balance report (IFIC & Bank Asia)
2. Preparation of monthly report of Petty Cash and Permission taken from Head Office
3. Monthly Reconciliation with Head office
4. Monthly Reconciliation of IFIC BANK & Bank Asia
5. Monthly Reconciliation of All Branch
6. Quarterly Report for Balance Analysis (GL & TDR)
7. Report of Quarterly Interest Suspension, provision and Deprecation voucher creation (as per Advice)
8. Report of monthly Vat, Tax and Excise Duty Chillan Form Fill-up and GI Submit and Voucher Creation with Head office

#### **Follow up Related Works:**

1. Follow up 60 assigned Loan clients
2. Contact customers regarding overdue accounts and determine reasons for non-payment

	<p>3. Take initiatives and effort to collect the overdue client's installment.</p> <p>4. Maintain accurate records about the customer payment status.</p> <p><b>Other Works:</b></p> <ol style="list-style-type: none"> <li>Hunting/deposit mobilization for FFL (TDR and MSS) from various Customers</li> <li>Support Branch members/Head Office personnel regarding any required information/services.</li> <li>Maintain relationship with the overdue/default clients to resolve the overdue issues</li> <li>(05,15,25 due date) Reminder call by Telephone</li> <li>Phone call to the Client No. Of 71 who has for Monthly Collection due only Penal interest</li> </ol> <p><b>Satkhira Polly Biddot Sameti.</b> From July 2007 to April 2008</p> <p><b>Major Responsibilities</b></p> <ol style="list-style-type: none"> <li>I had to prepare bill for the Client.</li> <li>I had to maintain Ledger of the office</li> <li>I had to Submission Client bill information to the Computer Databases &amp;also prepared documentation of all bill related works as well as I had to preserve all documents mannerly and</li> <li>Monthly Assign.</li> </ol> <p><b>Advance Power Electric Company</b> From March,2009 to 30 September -2010 <b>Office Executive.</b></p> <p><b>Major Responsibilities</b></p> <ol style="list-style-type: none"> <li>Quotation Preparation</li> <li>Ledger Maintenance</li> <li>Payment of all Bill Of Company</li> <li>Manage Office Document</li> </ol>
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<i>M.A in Philosophy</i>	Masters of Art(M.A),in Philosophy from National University Bangladesh,(Govt.B.L Collage, Khulna). Obtained <b>2<sup>nd</sup> Class,2004(Result published in 2007)</b>
<i>B.A in (Hon's) Philosophy</i>	Bachelor of Art(B.A),in Philosophy from National University Bangladesh,(Govt.Girls Collage, Khulna). Obtained <b>2<sup>nd</sup> Class,2003(Result published in 2005)</b>
<i>H.S.C in Humanities</i>	Higher Secondary Certificate (HSC) from Govt.Girls Collage, Khulna, Passing Year: 2000. Obtained <b>1<sup>st</sup> Class. Jessore Board.</b>
<i>S.S.C in Humanities</i>	Secondary School Certificate (SSC) from Nengi High School,Kaligonj Satkhira, Passing year: 1997. Obtained <b>2<sup>nd</sup> Class, Jessore Board.</b>

<b>Personal Attributes</b>	
	<ul style="list-style-type: none"> <li>• Able to work effectively in a team-based, information-sharing environment.</li> <li>• Systematic in work and self-motivated.</li> <li>• Have a great adoptability power.</li> <li>• Have a zeal for learning new things and share it to others.</li> <li>• Able to work with people from different background and culture</li> </ul>

<b>Language Proficiency</b>	
	Can speak, read, and write fluently in both Bengali and English.

## Summary of Skills

- Efficient in using Windows XP/Vista/Win7.
- Efficient in Microsoft Office Word, Microsoft Office Power Point, Microsoft Office Excel.
- Efficient in Internet Browsing, E-mailing and other fundamentals.

## Declaration

I do hereby Declare that the above information is true and Correctly describes my qualification and myself to the best of my knowledge.

## Personal Profile

Name: **Shahina Sultana**

Father's Name: Ziad Ali Sarder

Occupation: Business

Mother's Name: Hemida Begum

Housewife

Permanent Address: Village –Nengi

Post Office –Jahournagor (9400),

Police Station – Kaligonj,

District – Satkhira.

Country – Bangladesh

Date of Birth: October 21, 1980.


## Reference Persons

### Reference-1

**Md. Abdur Razzak**  
SVP & Branch Manager (Lalbag Br)  
Islami Bank Ltd  
75,Motijheel(2<sup>nd</sup> Floor)Dhaka.  
Cell No.: 01730-451535

### Reference-2

**Seikh Abdul Alim**  
Executive Director(Accts),  
Bashundhara Group  
Cell No.: 01729-076633



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**Shahina Sultana**