

Resume of Tamanna Sultana House-39, Road-05, Block-C, Rampura, Banasree, Dhaka-1219. Phone: 01629-468025 E-mail: tamannaewu2018@gmail.com	
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Objective

I would love to work in an entry-level position where allows me to apply my strong accounting concepts and gain practical experience in the field.

Academic Profile

Master of Business Administration (MBA)

CGPA : 3.86 (Out of 4)
Session : 2024- 2025
Major : Accounting
Institute : East West University

Bachelor of Business Administration

CGPA : 3.02 (Out of 4)
Session : 2018-2023
Department : Major in Accounting
Institute : East West University

Higher Secondary Certificate

Result : GPA 4.25 out of 5
Group : Business Studies
Passing Year : 2017
Institute : Dhaka Imperial College
Board : Dhaka

Secondary School Certificate

Result : GPA 4.28 out of 5
Group : Business Studies
Passing Year : 2015
Institute : Faizur Rahman Ideal School
Board : Dhaka

Skills

- Microsoft Word
- Microsoft Excel
- Basic Microsoft Access
- Power Point
- Teamwork
- Effective Communication with others

Job Experience

Graduate Teaching Assistant

East West University

June 17, 2025– September 17, 2025

Responsibilities:

- Assist course instructors with administrative and academic tasks
- Provide information and support to students regarding course materials
- Coordinate make-up exam schedules and logistics
- Review examination scripts with students to clarify grading and feedback

Intern

Eastern Housing Limited

June 6, 2023 – September 6, 2023

Responsibilities:

- Supported in preparing basic Excel Sheets for financial data
- Assisted in verifying invoices & basic transaction records
- Helped in cross-checking vouchers, bills & invoices before final submission.

Personal Information

Father's Name : Md. Jamalul Haque
Contact Number : 01625081751
Mother's Name : Fowzia Jesmin
Contact Number : 01623348841
Date of Birth : 25 April 1999
Marital Status : Married
Blood group : O+

References

MD. Shorful Islam Deputy General Manager Palli Karma Sahayak Foundation shorful68@gmail.com 01911-303013	M. Sayeed Alam Associate Professor Department of Business Administration & Joint Coordinator (MBA & EMBA Programs) East West University sayeed@ewubd.edu 01715834418
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I, signed under, hereby certify that the information specified in this resume is complete and correct to the best of my knowledge and belief.

(Tamanna Sultana)