

Ayesha Akter Ritu

Email: ayesharitu6976@gmail.com

Mobile: +88 01820196976

Address: Noljani, Chandana Chowrasta, Gazipur, Dhaka-1204.

July 23, 2021

Human Resource,

Dear Sir,

I am Ayesha Akter Ritu and I am thrilled to be applying for the Accounts Officer position. I am confident, passionate and hardworking candidate. I am excited to learn from experienced professionals in the accounting field and to discover what it's like to be an accountant.

As you will see from my enclosed CV, I am doing Bachelor of Business Administration (BBA), major in Accounting from one of the reputed universities IUBAT-International University of Business Agriculture and Technology. I have been completed all the basic courses of accounting, taxation and audit. My accounting background also ranges from financial accounting to managerial accounting. I am a hard worker, and I welcome any challenge as an opportunity to learn. I also want to mention that, I am a team player.

I hope you get a sense of my dedication and effectiveness for the Intern with these few examples. I am particularly interested as it would enable me to gain experience of working in a larger firm with the opportunities for professional training and development that this brings.

If you would provide me the chance, I'd love to discuss further how I can best meet your company's upcoming goals and information technology initiatives. You can reach me at my mobile +880-1820196976

Thank you for going through my cover letter.

Sincerely,



Ayesha Akter Ritu



AYESHA AKTER RITU

CONTACT

Email:
ayesharitu6976@gmail.com

Phone: +8801820196976

Address: Noljani, Chandana Chowrast, Gazipur, Dhaka-1204.

PORTFOLIO

Linkedin: <https://www.linkedin.com/in/ayesha-ritu6976/>

Behance:
https://www.behance.net/ayesha_ritu6976

Dribbble:
<https://dribbble.com/Ayesha6976>

SKILLS

IT SKILLS

Computer Skills: MS Office, MS Excel, PowerPoint, Outlook, Windows applications.

Design Software Skills: Adobe Photoshop, Adobe Illustrator, Adobe premiere pro, UI/UX design, Whiteboard Animation.

Accounting software: Quick Book (Basic Knowledge)

SOFT SKILLS

- Time Management
- Analytical and problem solving skills
- Critical thinking
- Active learning
- Spreadsheet Proficiency

OBJECTIVE

Looking for opportunities to build my carrier that would help me in achieving greater practical excellence, exceptional with hardworking nature along with good communication skill to explore the requirements and come up with innovative solution. To work at entry level position in a challenging environment where I can learn and use my skills in areas of accounting and audits.

EXPERIENCE

Lead Graphics Designer (Part Time) (Feb 2017-Dec 2019)
OUREDU (Education Management Software)

- Managed and led the graphic design department
- Providing design and marketing solutions to our clients in a high demand environment.
- Create uniquely design product from concept to completion for client
- Banner ads, interface, video advertising, logos and other marketing material design
- Develop concept and visual designs for web, print and event material

EDUCATION

Bachelor of Business Administration (BBA) 2017-2021
IUBAT - International University of Business Agriculture and Technology
Department: College of Business Administration (CBA)
Duration: 4 Years
Major: Accounting
Result: 3.50 out of 4.00

Higher Secondary Certificate (HSC) 2014-2015
Gazipur Cantonment College
Group: Business Studies
Result: GPA 4.83 out of 5.00

VOLUNTEER EXPERIENCE

IUBAT Innovation Hub

IUBAT-International
University of Business
Agriculture and Technology

IUBAT- National Collegiate Programming Contest-2018

IUBAT-International
University of Business
Agriculture and Technology

LANGUAGE SKILLS

ENGLISH ● ● ● ● ●

BANGLA ● ● ● ● ●

Sincerely Yours



Ayesha Akter Ritu

Secondary School Certificate (SSC)

2012-2013

Chandana High School and College
Group: Business Studies
Result: GPA 5.00 out of 5.00

INTERPERSONAL SKILLS

- Excellent interpersonal skills and experienced in a team-oriented Environment.
- Quick problem solving and idea developer
- Patience & Attention to Detail
- Ability to Multi-task and coordinate between team-mate to resolve any issues
- Fast learner and open minded.
- Team player with ability to perform individually.
- Target oriented, punctual and believer of smart-work
- Basic knowledge of accounts, financial statements and how to study the balance sheets.
- Well versed with the subject to answer all the questions and problems regarding the finance needs.

REFERENCE

A K M Samsul Haque

Senior Assistant Vice President
Branch Control Division, Head Office
Islami Bank Bangladesh Limited
Contact: +8801817047036

Mozaffar Alam Chowdhury

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