**NAME:** KAZI TAHFIMA DAZLA

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**PERSONAL PROFILE:**

I am a BSc(Hons) Finance and Accounting student currently in my 3rdyear at Kingston University. I have had a diverse set of experience from teaching to customer service to leading project based operations of small to medium firms in Bangladesh and in the UK. I believe that all these experiences have aided me towards reaching my goal so far. I just finished my Final Exams in May 2020 and am looking for job opportunities relevant to my field of expertise but am also keen in learning about other field of work. My previous jobs have helped me develop my interpersonal skills, communication skills, time and risk management skills and have also made me more reliable, motivated and enthusiastic.

**EDUCATION BACKGROUND:**

**September 2017- Current Kingston University, London**

**BSc(Hons) in Finance and Accounting with Business Experience**

**Modules completed so far:** Law for Accountants, Financial Accounting, Business Information Analysis, Accountant’s Business Environment, Management Accounting, Financial Reporting and Corporate Finance.

**Grades so far:** Above 65% for each module

**Expected grades upon graduation:** Above 70% for each module

**September 2016 – June 2017 Kingston University, London**

**Completed International foundation year (Business Management & Law)**

**Subjects:** Foundation English skills, Financial accounting with mathematics, Business studies, English legal system with business law.

**Grade:** Above 70% for each module

**April 2016, British Council, Dhaka**

**Completed IELTS (UKVI) Academic Learning (International English Language Testing System)**

**IELTS Score:** Overall band score of 7.5 with no less than 6.5 in each segment.

**May 2013 -May 2015 Axis Education, Dhaka**

**Completed AS OF A ‘level (Advanced Level)**

**Subjects:** Biology, Physics and Chemistry.

**Grade:** A, A, C

**Jan 2011-May 2013 Axis Education, Dhaka**

**Completed Level (Ordinary Level)**

**Subjects**: Maths B, Physics, Chemistry, Biology, English, Bengali

**Grade**: A\*, A, A, B, C, D

**PROFESSIONAL EXPERIENCE / INTERNSHIPS/ PLACEMENTS:**

**July 2019 – Current**

**Everfresh Limited, London**

**Role: Trainee Accountant and Payroll administrator and Assistant to Directors**

**ROLES:**

* Preparing Cash reports/ budgets/ bank reconciliation
* Assisting in Bookkeeping for various branches (restaurants) operating under the company, including access to SAGE 50.
* Social media and marketing assistance for various branches. Working on Shopify and Slerp and updating their current website
* Working on Sage 50 Payroll and assisting in monthly payment of salary of employees/answering queries about monthly payment.
* Administration for directors, assisting in launching effective methods to control purchasing and monitor budgets, developing incentives to improve customer service.

**January 2019 – July 2019**

**Everfresh Limited, London**

**Role: Office Administrator and Assistant to Directors (Placement)**

**ROLES:**

* Ad hoc office work.
* Assisting in Bookkeeping for various branches(restaurants) operating under the company, including access to SAGE 50.
* Social media and marketing assistance for various branches.
* Helping the company launch two more branches before Summer.
* Administration for directors, assisting in launching effective methods to control purchasing and monitor budget control.

**December 2017 – March 2018**

**Broadening Horizons, Kingston University**

**Role: Staff Bureau (Placement)**

As a team member of the placement project with Broadening Horizons I developed my project management skills and partnership skills. I have also learned how to create brand image of a company through their website and as well as analysis of competitors.

**ROLES:**

* Website development
* Competitor Analysis
* Competitor Website and Course Pricing Analysis

**Jun 2015-Sep 2016**

**Axis Education, Dhaka, Bangladesh**

**Role: Teacher’s Assistant**

As an employee for the role in Teacher’s Assistant in Axis, I developed my interpersonal skills and helped me be more organized and meet deadlines.

**ROLES:**

* Attending Education/ parent teacher’s meetings and discuss student’s progress during meetings with parents.
* Consulting lesson plans and conducting lectures while the teacher was absent.
* Also worked with a few other members of the faculty to put together innovative learning programs that became extremely popular amidst all of the students
* Taking payments, delivering course information and keeping records

**Jun 2014- Jan 2015**

**SAS Fashion Wear Limited, Dhaka, Bangladesh**

**Role: Quality Control Team**

As a team member of the quality control department I learned how to act responsibly in a team and solve problems in emergency.

**ROLES:**

* Manage the workers in order and to ensure flawless quality of products being produced.
* Recheck the garments overall before it is dispatched to the market.

**LANGUAGES:**

* Bengali
* English
* Hindi
* Urdu

**COMPUTER SKILLS:**

* Microsoft Power point (Intermediate)
* Microsoft Excel (Intermediate)
* Microsoft Word (Intermediate)

KAZI TAHFIMA DAZLA