

NAHIDA AKTER PRIYANKA

Sylhet, Bangladesh | +880 1780-364679 | priyankalu22@gmail.com

PROFESSIONAL SUMMARY

Detail-oriented **Accounting and Administrative Professional** with hands-on experience in full-cycle bookkeeping, financial reporting, and accounts payable/receivable using QuickBooks and Xero. Experienced in budgeting support, bank reconciliation, and financial operations in international environments. Strong organizational and communication skills with the ability to maintain accuracy and efficiency under pressure.

CORE SKILLS

Accounts Payable & Receivable | Bookkeeping (QuickBooks, Xero) | Financial Reporting
Budgeting & Forecasting | Bank Reconciliation | Administrative Support | Customer Service | MS Excel

PROFESSIONAL EXPERIENCE

Accounts & Administrative Executive

Swift Business Consultancy Limited (UK – Remote)

January 2026 – Present

- Managed accounts payable and receivable, ensuring accurate and timely transactions
- Performed bank reconciliations and maintained financial records in compliance with standards
- Assisted in payroll processing and VAT-related tasks
- Maintained confidential client financial data and documentation
- Supported daily clerical and administrative operations

Digital Ambassador

BRAC Bank, Bangladesh

February 2025 – December 2025

- Promoted digital banking services and supported clients in adopting online platforms
- Handled customer inquiries and provided guidance on digital financial tools
- Improved customer engagement through effective communication

Assistant Accountant (Voluntary)

Alif Canada School (K-12), Scarborough, ON, Canada

May 2024 – October 2024

- Managed accounts payable/receivable and revenue tracking
- Prepared monthly financial reports using QuickBooks
- Assisted in budgeting and financial analysis

Office Assistant

Leading University, Sylhet, Bangladesh

March 2020 – February 2024

- Coordinated office operations including data entry, filing, and inventory
- Supported scheduling, administrative planning, and client communication
- Managed front desk responsibilities and handled inquiries

EDUCATION

MBA (Accounting) – Leading University, Sylhet, Bangladesh | 2019

BBA (Accounting Information Systems) – Leading University, Sylhet, Bangladesh | 2018

TECHNICAL SKILLS

QuickBooks | Xero | Microsoft Excel | Microsoft Word | PowerPoint

CERTIFICATIONS

QuickBooks & Bookkeeping – Working Skills Centre, Canada

Xero & MS Excel – Abacus Academy, Bangladesh

PowerPoint – AS Research Centre

LANGUAGES

English (Professional) | Bengali (Native)