

July 1, 2018

Dear Hiring Manager,

I am interested in an Accounting position within your company. I believe I have a background and experience in accounting that is needed for this job. I am a 2003 graduate of Baylor University, TX. You will find my resume attached which describes my past experience and training.

I have over 14 years of experience working in the telecommunication, oil refining and the banking industries, where I have used many of the current accounting practices and prepared budgets, worked with accounts receivables/payables, payrolls, accounting reports, maintaining databases and with human resources on personnel issues. I am experienced and skilled at working and interfacing with pertinent departments within and outside the company.

I urge you to view my attached resume where you will find my accomplishments and see that I am a well qualified, productive individual who can handle challenges with confidence and responsibility, and can deliver significant value to your company. You will find me to be a mature, dedicated and enthusiastic person. I am very interested in your opening and I look forward to meeting you and discussing possible employment opportunities.

I hope to hear from you soon for an interview, and I assure you that you will not be disappointed.

I appreciate your time.

Sincerely,
Sabrina Islam
(281) 633-6264

1301 KS Hwy 264
Larned, KS 67550

Sabrina Islam

34 Flowerwood Dr., Chattahoochee, FL 32324 sabrina.islam7@gmail.com

Mobile : 281-633-6264

SUMMARY

Skilled accounting professional experienced in oil & gas, telecom and banking fields, seeking a career position in accounting, finance or related area. Experience spans oil & gas and retail banking's financial reporting, timesheet journals, receivables/payables and billing/collections functions, with knowledge of most current accounting practices. Supervised and trained employees in accounting, billing, and collections functions, and interfaced with internal and external customers both at peer and management levels.

WORK EXPERIENCE

LARNED STATE HOSPITAL **Administrative Specialist** **Nov 5, 2018 – present**
HR Department , Larned, KS

Responsible for managing payroll and timekeeping processing, counseling employees on payroll earnings, coordinating with Division of Accounts & Reports and Division of Personnel Services, processing terminations, providing recruitment assistance to the LRH HR department, and reviewing all recruitment paperwork.

- Made recruitment contacts of potential hires and set up individual interview details
- Prepared paper work for career fair and coordinated scheduling details

BANGLALION WIMAX, **Assistant Manager Billing (Accounts)** **June 2015 – Nov 2018**
Dhaka, Bangladesh (an upstart company, provider of internet, data and telecommunication services)

I rejoined Banglalion Wimax in June 2015 on returning to Bangladesh.

- Monitored daily customer's billing status and took appropriate action.
- Activated daily blocking for non-payment of bills, and ensured unblocking upon payment.
- Expanded collection channel as a business priority for monthly bill deposits.
- Arranged timely bill posting of subscribers' fees into billing system.
- Coordinated daily reconciliation statements between billing system and bank deposits.
- Scheduled and monitored confirmation of payment into company's designated banks.
- Conducted end-to-end Product Testing & Quality Assurance – set up test cases & matrices.
- Administered Trouble Tickets, configurations, and maintenance & training of TT systems.
- Conducted Quality Assurance and Issues Tracking for Alepo billing servers.

THE BERGAILA COMPANIES **Accounting** **Aug 2013 to May 2014**
Houston, TX (Oil & Gas Engineering Staffing, Engineering & Construction Services)

- Researched documents and accounting practices and entries in close coordination with auditors of Hess Company (major oil & gas client)

Study abroad *4-week study in School of Westminster Abbey in London* July 2001

SPECIAL SKILLS & TRAINING

QuickBooks - Peachtree – Peoplesoft - Oracle - Base view - Alepo - ADP - NAVISION

ACTIVITIES

- o Magellan Society - Environmental Group, . ° Baylor University Leaders of Tomorrow:
- o Asian Student Association: Social Chair, ° Tutored foreign professionals in spoken English.
- o Participant in Habitat for Humanity at Baylor

REFERENCES (Furnished on request)

Islam, Sabrina

281-633-6264 sabrina_islam@hotmail.com

Application		Comments
Status:	Automatic Disqualified	There are no items in this section.
Country:	United States	Correspondence
Attachments to be included in all Job Submissions:	Submission Attachments 0 attached	01/23/2019 People First Action: Email
Attachments Added After Submission	Submission Attachments 0 attached	Thank you for your application
Vacancy Source:	People First	Offer Letter
Relatives: To your knowledge, do you have any relatives working in this agency?	No	There are no items in this section.
Gender:	Female	Application Status Audit Trail
Race (Check only one):	Asian	01/23/2019 People First Automatic Disqualified
Ethnicity (Check only one):	Not Hispanic or Latino	Tags
Date of Birth:		There are no items in this section.
Right To First Interview	Not Applicable	More Information
	If you responded yes to the above statement, attach a copy of your official layoff letter when applying for this vacancy.	Alternate Phone Number:
Veteran Status	None of the Above	*Mailing Address : 34 Flowerwood Dr
ARE YOU CURRENTLY EMPLOYED WITH THE AGENCY TO WHICH YOU ARE CURRENTLY APPLYING?	No	*City: Chattahoochee
HAVE YOU RECEIVED A PROMOTIONAL APPOINTMENT WITHIN THE CAREER SERVICE, SUBSEQUENT TO ACTIVE MILITARY SERVICE, WITH THE AGENCY TO WHICH YOU ARE APPLYING?	No	*State: Florida
People First Initial VP Review	No Selection	*ZIP Code: 32324
People First Eligible VP Category (if different)	No Selection	*Country: United States
Agency Final VP Eligibility Review	No Selection	*Exemption from public record: Are you a current or former law enforcement officer, other covered employee** or the spouse or child of one, whose information is exempt from public records disclosure under Section 119.071(4)(d), Florida Statutes (F.S)?
Agency Final VP Category Determination	No Selection	*Citizenship: The State of Florida hires only U.S. citizens and lawfully authorized alien workers. You will be required to provide identification and either proof of citizenship or proof of authorization to work in the U.S. Are you a U.S. citizen or legally authorized to accept employment with the specific hiring authority to which you are applying?
		Yes
Background Information		
A "yes" answer to these questions will not automatically bar you from employment. The nature, job-relatedness, severity, and date of the offense in relation to the position you are applying are considered. [see 112.011, F.S.].		

Have you ever been convicted of a felony or a first degree misdemeanor ?	No
If yes, what were the charges ?	
Where ? (City/State)	
Date	
Have you ever pled nolo contendere or guilty to a crime which is a felony or a first degree misdemeanor ?	No
If yes, what were the charges ?	
Where ? (City/State)	
Date	
Have you ever had the adjudication of guilt withheld for a crime which is a felony or first degree misdemeanor ?	No
If yes, what were the charges ?	
Where ? (City/State)	
Date	
	Signature
	<p>I am aware that any omissions, falsifications, misstatements, or misrepresentations above may disqualify me for employment and, if I am hired, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I consent to the release of information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, human resources staff, and other authorized employees of Florida state government for employment purposes. The consent shall continue to be effective during my employment if I am hired. I understand that applications submitted for state employment are public records. I certify to the best of my knowledge and belief all of the statements contained herein and on any attachments are true, correct, complete, and made in good faith.</p> <p>If applicable, Complete Qualifying Questions prior to submitting your application.</p>
By checking this box, I certify that I have read and agree with these statements	Yes
Interview Result	
overdueInterviews	

***Selective Service:** Section 110.1128, Florida Statutes, prohibits employment by the state (including re-hire after a break in service) of any male born on or after October 1, 1962, who failed to register with the Selective Service System, under the provisions of the U.S. Military Selective Service Act, during the person's period of eligibility (ages 18 through 25). Additionally, if currently employed by the state, this law prohibits the promotion of such person. You may be required to provide documentation. If you are a male born on or after October 1, 1962, have you registered with the Selective Service or do you have proof of an exemption from this requirement?

Not Applicable

Screening Details	
Are you legally authorized to work in the United States?	Yes
Will you now or in the future require sponsorship for employment visa status (e.g. H-1B visa status)?	No
Do you have five (5) or more years of responsible private sector experience working full-time in areas within the scope of the subject matter jurisdiction of the Office of Financial Regulation within the last ten (10) years?	No
If you answered "yes" to the previous question, please indicate the number of years of experience and elaborate in detail your experience. If no, please respond N/A.	n/a
Do you have five (5) or more years of experience as a senior examiner or other senior employee of a state or federal agency having regulatory responsibility over financial institutions, finance companies, or securities companies?	No
If you answered "yes" to the previous question, please indicate the number of years of experience and elaborate in detail your experience. If no, please respond N/A.	n/a
Do you claim exemption from the public records law under the provision of the Florida Statutes 119.071(4)? If so, please provide exemption category.	n/a

Periods of Employment	
*Name of Employer	LARNED STATE HOSPITAL
*Your Job Title	Administrative Specialist
*Currently Employed	Yes
*Start Date	11/05/2018
*End Date	MM/DD/YYYY

*Hours Per Week	40
Employer's Address	Larned, KS
Supervisor's Name	
Supervisor's Phone Number	
*Duties and Responsibilities	Responsible for managing payroll and timekeeping processing, counseling employees on payroll earnings, coordinating with Division of Accounts& Reports and Division of Personnel Services, processing terminations, providing recruitment assistance to the LRH HR department, and reviewing all recruitment paperwork. * Made recruitment contacts of potential hires and set up individual interview details * Prepared paper work for career fair and coordinated scheduling details
*Reason For Leaving	Relocating
Your name, if different during employment	

*Name of Employer	BANGLALION WIMAX
*Your Job Title	Assistant Manager Billing (Accounts)
*Currently Employed	No
*Start Date	06/01/2015
*End Date	11/30/2018
*Hours Per Week	40
Employer's Address	Dhaka, Bangladesh
Supervisor's Name	
Supervisor's Phone Number	
*Duties and Responsibilities	Dhaka, Bangladesh (an upstart company, provider of internet, data and telecommunication services) I rejoined Banglalion Wimax in June 2015 on returning to Bangladesh. * Monitored daily customer's billing status and took appropriate action. * Activated daily blocking for non-payment of bills, and ensured unblocking upon payment. * Expanded collection channel as a business priority for monthly bill deposits. * Arranged timely bill posting of subscribers' fees into billing system. * Coordinated daily reconciliation statements between billing system and bank deposits. * Scheduled and monitored confirmation of payment into company's designated banks. * Conducted end-to-end Product Testing & Quality Assurance - set up test cases & matrices. * Administered Trouble Tickets, configurations, and maintenance & training of TT systems. * Conducted Quality Assurance and Issues Tracking for Alepo billing servers.
*Reason For Leaving	Relocating
Your name, if different during employment	

*Name of Employer	THE BERGAILA COMPANIES
*Your Job Title	Accounting
*Currently Employed	No
*Start Date	08/01/2013
*End Date	05/31/2014
*Hours Per Week	40
Employer's Address	Houston, TX
Supervisor's Name	
Supervisor's Phone	

Number	
*Duties and Responsibilities	* Researched documents and accounting practices and entries in close coordination with auditors of Hess Company (major oil & gas client) * Learned Hess's ADP systems and became adept at entries, timesheet, and kept track of all approved, unapproved and disputed invoices. * Tracked and reported actual project-to-date results, life of project estimates, and comparisons to project budgets and previous estimates for client (Hess Co.) * Conducted collection procedures with client companies with receivables up to 90 days delinquent. * Analyzed, reviewed and reported in NAVISION, monthly, quarterly, and project-to-date financial status addressing outstanding issues, changes and trends, and potential opportunities and risks * Monitored, reviewed and flagged Kelly Services' Excel sheet time journals along with company sheets and payments and receivables. * Extracted & analyzed data from NAVISION and formatted them for management presentations.
*Reason For Leaving	Laid Off
Your name, if different during employment	

*Name of Employer	GROUP 1 AUTOMOTIVE
*Your Job Title	Accounts Receivable
*Currently Employed	No
*Start Date	06/01/2012
*End Date	05/31/2013
*Hours Per Week	40
Employer's Address	Houston, TX
Supervisor's Name	
Supervisor's Phone Number	
*Duties and Responsibilities	automotive retailer established in 1997) * Responsible for Cash Clearing for 3 dealerships in Houston; \$1M revenue/month . * Analyzed Credit Override, which involves approving and extending retail customers and dealerships' credits, thereby qualifying them to invest in additional parts. * Spearheaded Collections by pursuing up to 50 retail customers and dealerships.. * Delivered 12% improvement to accounts by a new proposal reducing credit cycle from 120 to 60 days, and increasing annual cash flow by about \$500,000.
*Reason For Leaving	N/A
Your name, if different during employment	

*Name of Employer	BANGLALION WIMAX
*Your Job Title	Assistant Manager Billing (Accounts)
*Currently Employed	No
*Start Date	10/01/2009
*End Date	03/31/2012
*Hours Per Week	40
Employer's Address	Dhaka, Bangladesh
Supervisor's Name	
Supervisor's Phone Number	
*Duties and Responsibilities	Dhaka, Bangladesh (an upstart company, provider of internet, data and telecommunication services) Please see above under

	Banglalion Wimax for description of responsibilities & experience
*Reason For Leaving	Relocating
Your name, if different during employment	

*Name of Employer	UNIFEM Accounting
*Your Job Title	Accounting
*Currently Employed	No
*Start Date	06/01/2009
*End Date	09/30/2009
*Hours Per Week	40
Employer's Address	Dhaka, Bangladesh
Supervisor's Name	
Supervisor's Phone Number	
*Duties and Responsibilities	Dhaka, Bangladesh (is the fund at the UN to advance women's rights and achieving gender equality.) * Prepared and monitored annual budget, vouchers and maintained books of accounts * Managed cash and bank transactions,, prepared reconciliation statements and periodic financial reports * Directed procurement of goods and services, and managed store and fixed office assets
*Reason For Leaving	Better Job
Your name, if different during employment	

*Name of Employer	UNSPECIFIED
*Your Job Title	Advertising Production Assistant
*Currently Employed	No
*Start Date	10/01/2004
*End Date	12/31/2005
*Hours Per Week	40
Employer's Address	New York
Supervisor's Name	
Supervisor's Phone Number	
*Duties and Responsibilities	* Responsible for Accounts Payables and Receivables, cash flow & financial analysis, budgeting. * Worked with SAP and Mainframe Batches, installed and debugged Baseview * Prepared monthly financial statements; Profit & Loss reports, Trial Balance, Balance Sheets
*Reason For Leaving	Relocating
Your name, if different during employment	

*Name of Employer	MERRIL LYNCH and CITIGROUP - CITIFINANCIAL MORTGAGE and CITICARDS /Houston
*Your Job Title	Intern /Accounts associate
*Currently Employed	No
*Start Date	06/01/2001
*End Date	10/01/2004
*Hours Per Week	40

Employer's Address	Dallas, TX
Supervisor's Name	
Supervisor's Phone Number	
*Duties and Responsibilities	Worked with escheatments, credit balance refunds, ATM settlements,
*Reason For Leaving	Internship ended
Your name, if different during employment	

Formal Education

*Name of School	George Washington University
*Location	Washington DC
*Start Date	01/14/2019
End Date	MM/DD/YYYY
Course of Study	Washington DC MBA Finance
*Degree Earned (transcripts may be required)	Masters
Credit Hours – Quarter	
Credit Hours – Semester	

*Name of School	Fordham University
*Location	Bronx, NY
*Start Date	01/23/2007
End Date	06/30/2008
Course of Study	MS Computer Science
*Degree Earned (transcripts may be required)	Other Degree Type
Credit Hours – Quarter	
Credit Hours – Semester	

*Name of School	Baylor University
*Location	Waco, TX
*Start Date	08/10/1998
End Date	06/30/2002
Course of Study	BBA Economics (Finance & MIS)
*Degree Earned (transcripts may be required)	Bachelors
Credit Hours – Quarter	
Credit Hours – Semester	

*Name of School	School of Westminster Abbey
*Location	London
*Start Date	05/23/2001
End Date	07/31/2001
Course of Study	

*Degree Earned (transcripts may be required)	Other Degree Type
Credit Hours – Quarter	
Credit Hours – Semester	

Language Skills

There are no items in this section.

License, Registration or Certification

There are no items in this section.

Job-Related Training or Course Work

There are no items in this section.

Knowledge, Skills and Abilities

There are no items in this section.