

JONAYETH ALI

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PROFESSIONAL SUMMARY

Detail-oriented Accounts Manager and Business Graduate with hands-on experience in financial recordkeeping, daily transaction management, cash reconciliation, and operational supervision. Proven track record of progression from front-line cashiering to managerial roles. Skilled in streamlining routine accounting processes, ensuring compliance, and supporting organizational operations. Seeking to leverage financial expertise and leadership capabilities in a dynamic accounting or management role.

CORE COMPETENCIES & SKILLS

Financial & Accounting:	Financial Recordkeeping, Cash Reconciliation, Transaction Processing, Accounts Coordination, Budget Support
Operations & Leadership:	Operational Supervision, Team Coordination, Business Operations, Customer Service Management
Technical Skills:	Advanced MS Excel (Pivot Tables, VLOOKUP, Financial Functions), MS Word, MS PowerPoint, MS Access

PROFESSIONAL EXPERIENCE

Accounts Manager / <i>Artius Ltd</i>	Oct 2025 – Present
- Manage daily accounting activities, maintain general ledgers, and ensure accurate financial documentation. - Monitor high-volume financial transactions and maintain precise records for monthly operational requirements. - Coordinate accounts-related operations and support management in the timely preparation of financial reports. - Review accounting data to support strategic operational decisions, budgeting, and internal financial coordination. Key Achievement: Successfully transitioned into full Accounts Management responsibility, improving recordkeeping accuracy and internal workflow efficiency.	
Assistant Manager / <i>Modern Cafe Restaurant & Party Center</i>	Jan 2025 – Sep 2025
- Supervised daily business operations, staff schedules, and customer service delivery to maintain high service standards. - Supported cash management, transaction monitoring, and daily cash drawer reconciliation. - Coordinated cross-departmental tasks to ensure smooth service workflow and resolve operational issues promptly. Key Achievement: Promoted from Cashier to Assistant Manager within a short period due to strong leadership and financial accuracy.	
Cashier / <i>Food Market Restaurant</i>	Dec 2022 – Dec 2024
- Handled daily cash and digital transactions, issuing accurate bills and maintaining customer payment logs. - Performed daily cash drawer reconciliations with 100% accuracy and reported end-of-day balances to management. - Assisted customers with payment queries while maintaining professional service standards under high volume. Key Achievement: Built a solid foundation in cash control and transaction accuracy, paving the way for supervisory responsibilities.	

EDUCATION

Master of Business Administration (MBA) in Accounting G A M Chartered College (National University)	Ongoing (1st Semester)
Bachelor of Business Administration (BBA) in Accounting & Information G A M Chartered College (National University) — CGPA: 3.38	Passed: 2023
Higher Secondary Certificate (HSC) in Business Studies Rangunia College (Chittagong Board) — GPA: 4.00	Passed: 2019
Secondary School Certificate (SSC) in Business Studies Sukhbilash High School (Chittagong Board) — GPA: 3.63	Passed: 2016

LANGUAGES

Bengali: Native	English: Professional Working Proficiency
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