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ALFESANY AHMED

Address: Mousumi-34(3rd Floor), Mirabazar, Sylhet-3100
Home Phone: +8801617543716
Mobile : +8801717543716
email:alfe_sany@hotmail.com



Career Objective:

I am seeking an Mid-level position in HR Department or Accounts which will utilize the HR and Accounting skills developed through my involvement with University of Bradford, UK & Leading University, Bangladesh.

Career Summary:

During my degree I successfully combined my studies with work and other commitments showing myself to be creative, organised and capable of working under pressure. I have a clear, logical mind with a practical approach to problem solving and a drive to see things through to completion. I enjoy working on my own initiative or in a team. In short, I am reliable, trustworthy, hardworking and eager to learn and have a genuine interest in HR and Business Admin.

Special Qualification:

• Good communication skill, English speaking skill, Computer and IT skill and physically fit to hard work.

• Able to work individually and within a group with a high degree of enthusiasm and commitment.

• Able to work under pressure.

Employment History:

Total Year of Experience : 4.3 Year(s)

1. Cash officer (March 2, 2013 - December 1, 2014)

H & I FOODS LTD

Company Location : 584 Coventry Road, Birmingham, UK B10 0US

Department: Accounts

Duties/Responsibilities:

Monitored cash transactions both at shop and at bank to ensure smooth transaction.

Directs cash management operations to include daily cash administration, management of current accounts and bank relations.

Prepared monthly and periodical sales and purchase, inventory and cash flow statement;

Ensured timely payment of bills including their proper records in the system.

2. Assistant Accounts Officer (May 1, 2010 - September 30, 2012)

HM Corporation Ltd

Company Location : Sylhet, Bangladesh

Department: Accounts

Duties/Responsibilities:

~ Passing Accounting entries to the software based Accounting System (Tally)

~ Monitoring cash management system

~ Preparing monthly and periodical financial statement and other management report

~ Overall supervision on receipt & payment procedures

~ Recommending viable alternatives for cost effective

~ Rendering office service

~ Petty cash book maintain

~ Preparing voucher

~ Daily collection reporting

~ Preparing the salary and transfer to Bank A/C

~ Coordination with internal audit team

~ Dealing with company's TAX and VAT matter.

3. Internship (February 1, 2010 - April 30, 2010)**Al-Arafah Islami Bank Limited**

Company Location : Laldighirpar (sylhet head office), Sylhet

Department: General Banking

Duties/Responsibilities:

Worked in Al-Arafah Islami Bank limited as internship for the duration of 3-Month. I was working in general banking like account opening, maintaining ledger, preparing vouchers, received payments etc. Also worked on clearing sector such as receive payments from clearing house and foreign remittance sector like issuing LC, deliver foreign remittance & investment sector such opening an account for investment, survey the client asset etc. And learned various kind of banking related things that will very much help me for future career.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Master of Science	Human Resource Management	University of Bradford, United Kingdom [Foreign Institute]	Awarded	2014	1 year	Passed with Distinction
Master of Business Administration	Accounting & Information System	Leading University, Sylhet	CGPA:3.67 out of 4	2012	1 year	Post Graduation
Bachelor of Business Administration	Finance & Accounting	Leading University, sylhet	CGPA:3.37 out of 4	2010	4 years	Graduation
HSC	Science	Sylhet M.C. College, Sylhet.	CGPA:4.2 out of 5	2005	2 years	Passed with A Grade
SSC	Science	Shahjalal Jamia Islamia School & College, Sylhet.	CGPA:4.38 out of 5	2003	2 years	Passed with A Grade

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer Hardware and Troubleshooting		National Youth Development and Career Building Academy	Bangladesh	Dhaka	2009	6 Months

Professional Qualification:

Certification	Institute	Location	From	To
International English Language Testing System (IELTS)	City College Coventry	Coventry, UK	November 9, 2013	November 8, 2015

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Expected Salary : Tk. 30,000
 Preferred Job Category : Education/Training, HR/Org. Development
 Preferred District : Anywhere in Bangladesh.
 Malaysia, Qatar, Saudi Arabia, United Kingdom, United States, Bahrain, Canada, Kuwait, Oman, United Arab Emirates
 Preferred Country :
 Preferred Organization Types : Telecommunication, University, College, Govt./ Semi Govt./ Autonomous body, Multinational Companies, Hospital, Airline, Group of Companies, Tobacco

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> Accounting Cost & Management Accounting English (Language) Business Studies Compensation & Benefits Labor Issues Labor Management Performance appraisal Recruitment 	<ul style="list-style-type: none"> Expert to Managing the official Accounts. Experienced in the office Administration. Familiar in Analyzing and solving operational issues Creative Plan design for better performance of the institution. Expert in Monitoring the Office activity. Training and development of Teachers and employee for excellent service. Expert to Design the relevant course with the teachers. Exellent Planning to Reduce the operation cost. Give Instruction to employees for better service. Recruiting the Teachers & employees. Making plan for get best benefit by less investment. Maintain good relationship with Clients & students.

Extra Curricular Activities:

• Conversant in Windows 98, XP, 2000 Professional, VISTA, Windows 7 ultimate operating system.
 • Comfortable in surfing the internet, e-mailing, and other general use of computer and IT.
 • Competent in using the Microsoft Office packages i.e. Microsoft Word, Microsoft Excel and Microsoft PowerPoint.
 • Computer Hardware maintenance & Troubleshooting.
 • Adobe Photoshop 7, CS2.

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High
Bangali	High	High	High

Personal Details :

Father"s Name : Hossain Ahmed
Mother"s Name : Nasima Hossain
Date of Birth : September 10, 1987
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Vill: Mojlishpur, P.O: Adarsha Bazar, P.S: Baniachong, Dist: Hobigonj.
Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Dr. Sara Dixon	Prof. Dr. Tofayel Ahmed
Organization	: University of Bradford	Leading University
Designation	: Dean	Professor and Head
Address	: University of Bradford Bradford West Yorkshire BD7 1DP	Surma Tower, Bondor bazar, Sylhet
Phone (Off.)	: +44 (0)1274 234452	+88 0821 72 03 03-6.
Phone (Res.)	:	
Mobile	:	+88 01711388598
EMail	:	
Relation	: Academic	Academic
