

Applied For: **Wordpress Developer**

Last Updated : ***December 30, 2017***

ARIF AHMED NAYEM

Address: 259-Shuvechha, Sheikghat, Sylhet.3100
Mobile : +8801712051272
email:a2nayim@gmail.com

Employment History:

Total Year of Experience : 1.2 Year(s)

1. Trainee Assistant Junior Officer (October 10, 2017 - Continuing)

Pubali Bank Ltd.

Company Location : sylhet

Department: Cash

Duties/Responsibilities:

1. Maintain daily receipt & payment voucher.
2. Check daily debit & credit voucher.
3. Issuing Pay order.
4. issuing cheque book.
5. Collect payment from loan holder.
6. Collect electricity bill.

2. Accounts Executive (October 1, 2016 - August 31, 2017)

AL- Haramain Hospital Pvt. Ltd.

Company Location : Sylhet

Department: Accounts

Duties/Responsibilities:

1. Maintaining daily cash transaction.
2. Create daily cash receive sheet.
3. Helping accounts department to create monthly salary sheet.
4. Submit information to petty cash account.
5. Create & check cash voucher for pathology & radiology test.
6. Maintaining OPD cash transaction.
7. Maintaining banking transaction

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
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Masters of Business Administration (MBA)	Accounting	Madan Mohan College Sylhet. (under National University)	CGPA:3.28 out of 4	2017	1
Bachelor of Business Administration (BBA)	Accounting	Madan Mohan College, Sylhet, Bangladesh. (Under National University)	CGPA:3.02 out of 4	2015	4
HSC	Business Studies	Madan Mohan College, Sylhet, Bangladesh.	CGPA:4 out of 5	2009	2
SSC	Business Studies	Sylhet Govt. Pilot High School. Sylhet	CGPA:3.75 out of 5	2007	2

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Certified of Appreciation	Aptitude test	AL-Haramain Hospital Pvt. Ltd.	Bangladesh	Subhanighat	2017	1 month
Community Volunteer	working for all kind of rescue missions in Bangladesh including fire safety, safety during air raids and any kind of disaster.	Fire service and civil defence directorate	Bangladesh	sylhet	2014	3 days
Basic Computer Training	(Office Application, windows, hardware,internet & Email)	Explore Computer	Bangladesh	Lamabazar	2009	6 month

Career and Application Information:

Looking For	: Entry Level Job
Available For	: Full Time
Expected Salary	: Tk. 17,000
Preferred Job Category	: Accounting/Finance, Bank/Non-Bank Fin. Institution, NGO/Development
Preferred District	: Sylhet
Preferred Country	: Australia, Canada
Preferred Organization Types	: Banks, Audit Firms /Tax Consultant, Financial Consultants

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> • Accounts • Admin

Language Proficiency:

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

Personal Details :

Father's Name : Shamim Ahmed Murad
Mother's Name : Monsura Akthari
Date of Birth : October 12, 1991
Gender : Male
Marital Status : Single
Nationality : Bangladeshi
Religion : Islam
Permanent Address : 259-Shuvechha, Sheikghat, Sylhet.3100
Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Mohammad Ashraful Huda	Dr. Atique Mahmud
Organization	: Social Islami Bank Limited.	Ragib Rabeya Medical College, Sylhet
Designation	: First Assistant Vice president and manager	Associate Professor
Address	: fenchugonj ,sylhet	259/B - Shuvechha , Sheikghat , Sylhet. 3100
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01711484905	01717281682
EMail	:	
Relation	: Relative	Relative