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ARIFUL HAQUE

Address: MIST, BIDC Road, DUET, Gazipur-1700
Home Phone: 01918713836
Office Phone :02205595
Mobile : 01718849686
email:ariful_haque36@yahoo.com, arifulshear@gmail.com



Career Objective:

To obtain a Chief executive position where I can fully utilize my outside experience, knowledge, corporate training and management skills to increase profits and booster growth.

Career Summary:

To obtain challenging position in a reputed organization commensurate with my qualification. It will be my great motto to increase your firm's efficiency. I will be a great asset for developing your firm infrastructure. I am highly agreed to involve in your firm in any kinds of Business related post. Willing to work in a career based national or multinational, relating to business field where success comes through creativity, hard work, sincerity and devotion to duties.

Special Qualification:

- Efficient in MS Word, MS Excel, Power Point
- Internet Application, Web Browsing.
- Have kin knowledge about networking.

Employment History:

Total Year of Experience : 8.7 Year(s)

1. **Assistant Director (Finance and Admin) (May 10, 2010 - Continuing)**

Model Institute OF Science & Technology Ltd. (MIST, Gazipur)

Company Location : Gazipur

Department: Diploma

Duties/Responsibilities:

- * Working to applying accepted accounting principles and procedures to analyze financial information, handling petty cash, support to prepare accurate and timely financial reports and statements and ensure appropriate accounting control procedures.
- * Working with verification regular expenditure
- * Involving to analyze financial information for prepare financial statements including monthly, quarterly and annually.
- * To ensure financial records are maintained in compliance with accepted policies and procedures.
- * working with Establish and monitor the implementation and maintenance of accounting control procedures.
- * Meeting call on behalf of Director.
- * Develop and maintain financial databases.
- * Signatory of the accounts for Grand project by STEP.
- * Maintaining Grand project Account (Tk 312,00000) funded by world Bank.
- * Member of project management committee, Tender opening committee, Tender Evaluation committee.
- * Stander tender document make by own hand.
- * Involving Lots of activities related to this project.
- * All Others activities related to administration.
- * Any other job or related task as determined by the Director.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Finance	Southeast University	CGPA:3.63 out of 4	2012	1 year"s
Bachelor of Business Administration (BBA)	Marketing	National University	CGPA:3.31 out of 4	2010	4 year
HSC	Business Management	BTEB	CGPA:3.7 out of 5	2004	2 year
SSC	Art	Dhaka board	First Division, Marks :60%	2000	5 years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Mid level Manager	Management & Development of a Modern TVET Institution	Nanyang Polytechnic	Singapore	180 Ang Mo Kio Avenue 8	2018	10 days
Public Procurement Management	All types of Public Procurement(Goods, Works and Service)	Bangladesh Institute of Administration and Management(BIAM) Foundation	Bangladesh	63, New Eskaton, Dhaka.	2018	21 days

Professional Qualification:

Certification	Institute	Location	From	To
CMA (Continue to Professional level-1)	ICMA	Dhaka	August 3, 2012	March 7, 2013

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 57000
 Expected Salary : Tk. 15,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, Customer Support/Call Centre
 Preferred District : Dhaka, Gazipur
 Preferred Country : United States, Armenia, Australia, Belize, Canada
 Preferred Organization : Banks, College, Event Management, Multinational
 Types : Companies, Embassies/Foreign Consulate, Buying House, Airline, Group of Companies

Specialization:

• Efficient in MS Word, MS Excel, Power Point • Internet Application, Web Browsing.
 • Have kin knowledge about networking. • Knowledge and working with different types of Accounting Software.

Extra Curricular Activities:

1. Ability to taking high pressure. 2. Able to effective and efficient group leader. 4. Able to maintain good communication at different level of people. 5. Able to integrated and coordinated Business related Data/ Information for MIS or database. 6. Able to use different type's software for business purpose. 7. Able to driving Motorcycle with legal license.

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	Medium
Bengali	High	High	High

Personal Details :

Father"s Name : Md. Kurshed Ali
 Mother"s Name : Mst. Jubada Khanom
 Date of Birth : March 2, 1984
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam (Sunni)
 Permanent Address : C/O- Md. Kurshed Ali, Vill-Duron Bali, P.O-Shaher banu, P/S- Netrokona, Dist- Netrokona.
 Current Location : Gazipur

Reference (s):

Reference: 01		Reference: 02
Name	Professor Dr. Engr. Mohammad Abdul Mannan.	Professor Dr.Engr. Pronob Kumar shah
Organization	MIST,Gazipur.	MIST,Gazipur.
Designation	Director	Deputy Director(Training)
Address	DUET,BIDC-Road,Gazipur	DUET,BIDC Road,Gazipur.
Phone (Off.)	02205595	9205596
Phone (Res.)	:	
Mobile	01715-186004	01839911604
EMail	mannan489@yahoo.com	pksmist@gmail.com
Relation	Professional	Professional

