

# Forruk Ahmed

Amina Manzil, 46/1, Block-B

Kumarpara, Sylhet-3100

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## CAREER OBJECTIVE

I am willing to work where I can share my knowledge and energy to the fullest extent in my field of study and to work in such an environment that will give me scope to enrich myself with new challenge and opportunities.

## WORK EXPERIENCE

### M/S Jonopriyo Enterprise (Importer and Exporter)

#### Accounts Manager

September 2018-Present

- Collecting sales report from site sales manager
- Develop, generate and manage timely accounting reports
- Monitor general ledger, accounts receivables, accounts payables and other records
- Assist the accounting team in preparing balance sheet
- Monitor and manage the month-end accounting processes
- Updating inventory records

## ACADEMIC BACKGROUND

2017

### Master of Business Administration (MBA)

Leading University, Sylhet

Major : Accounting & Information Systems

CGPA : 3.71 (4.0 scale)

2016

### Bachelor of Business Administration (BBA)

Leading University, Sylhet

Major : Accounting & Information Systems

CGPA : 3.19 (4.0 scale)

2012

### Higher Secondary Certificate (HSC)

Sylhet Commerce College, Sylhet

Group : Business Studies

GPA : 5.00 (5.0 scale)

2010

### Secondary School Certificate (SSC)

Blue Bird School and College, Sylhet

Group : Business Studies

GPA : 5.00 (5.0 scale)

## COMPUTER SKILLS

- Good working knowledge of Microsoft office packages- Word, PowerPoint & Excel
- Working capabilities on different software- Adobe Photoshop, Photo director

## SKILLS AND ABILITIES

- Organize presentation, basic understanding of writing business letters, memos, proposal and report.
- Administrative leadership skills to influence members.
- Comfortable in both group and individual tasks.
- Able to work in stress and strong demanding corporate environment

## EXTRA CURRICULAR ACTIVITIES

- Worked as a brand promoter for Lifebuoy Hand Wash.
- Was an active member of Sylhet Commerce College Cultural Club.

## INTERESTS

Playing cricket, football, watching TV & movies, travelling, social networking.

## COMMUNICATIONS SKILLS

Language	Level of communication
English	Excellent
Bangla	Business standard

## PERSONAL INFORMATION

<b>Date of Birth</b>	1 <sup>st</sup> March 1995
<b>Nationality</b>	Bangladeshi
<b>Father's Name</b>	Late Mosir Uddin
<b>Mother's Name</b>	Late Momotaj Begum

## REFERENCES

Ali Ahsan Rafat  
Senior Officer  
NRB Bank  
Principal Branch  
Gulshan Dhaka

Iehit Sharma  
Senior Lecturer  
Department of Business Administration  
Leading University, Sylhet  
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