



Present Address:

Ghurni-11, Amborkhana,
Sylhet, Bangladesh

Language:

-Bengali: Native
-English: Fluent (IELTS Score
6.5)

Computer Skills:

-Microsoft Word
-Microsoft Excel
-Microsoft Power-point

Other Skills:

-Quick learner
-Coordinating
-Good Communication skill
-Ability to work under
pressure

Interest:

-Traveling
-Sports
-Social Issues
-Helping others

Mohammed Tofayel Ahmed

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Career Objective:

To pursue a dynamic and challenging career within a solid working environment that will enrich my education and professional skills.

Academic Qualification:

- **ACCA: Association of Chartered Certified Accountants** **2021**
 - ❖ **Completed papers in Applied knowledge level:**
 - F1 - Accountant in Business.
 - F2 - Management Accounting.
 - F3 - Financial Accounting.
 - ❖ **Completed papers in Applied Skills level:**
 - F4 - Corporate & Business law (January 2020).
 - F6 - Taxation (UK) (Registered for March 2020).
 - F7 - Financial Reporting (Attempted).
 - F9 - Financial Management.
 - ❖ **Remaining papers in Applied skills level:**
 - F5 - Performance Management.
 - F8 - Audit & Assurance.
- **Oxford Brookes University** **2020**

BSc (Hons) in Applied Accounting
- **ACCA Diploma** **2017**

Diploma in Accounting and Business
- **Metropolitan University** **2014**

Bachelor of Business Administration (2 semester)
- **A 'Levels** **2012**
 - Accounting
 - Mathematics
- **O 'Levels** **2010**
 - Accounting
 - Physics
 - Chemistry
 - English

➤ **IELTS – 6.5**

- Listening (7.5)
- Writing (6.5)
- Speaking (6.5)
- Reading (6.0)

Experience:

➤ **AHMED DEPARTMENTAL STORE**

Ran family business

2013 – 2017

- Order and receive supplies, contact vendors to discuss the discrepancies against purchase orders.
- Expanded responsibility to include cashier duties, stocking duties.
- Raising account receivable invoices & preparing invoices for payment.
- Recording all cash activity on a daily basis.
- Responsible for the daily managing of staff and the assigning of duties.
- Fielded customer complaints and offered solutions in a positive way.

➤ **FOYSOL PERFUMES**

Ran family business (Part time)

2010 – 2012

- Greets customers including answering phones and directing customer inquiries.
- Collect payment whether in cash or credit.
- Resolve customer complaints, guide them and provide relevant information.
- Assists in the maintenance of store upfront and retail displays.
- Performs daily, weekly and monthly audits of cash intakes or cash drawer.

Extracurricular:

➤ **EMSA – A charitable organization.**

(Co- founder)

- Organized a clothing giveaway for underprivileged people in the Holy month of Ramadhan.
- Organized an event where Orphans and street children were given clothes.
- Relief work for the victims of Rana plaza.
- Voluntary works for social issues.

References:

Name	Md. Enayatur Rahman
Qualification	ACCA - Member
Designation	Director and Lecturer
Organization	ICPA-Institute of Chartered Professional Accountant
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