

TOWFIQUE ELAHI

VIRTUAL ASSISTANT/ACCOUNTANT

Staff-India



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House :32
Sylhet-3100



04.11.1995



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Towfique047@gmail.com

SOCIAL MEDIA



Bangladeshi



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PROFILE

I am a graduate student currently working as a virtual accountant in an outsourcing company, looking for a job in a real work environment to build my career in the field of accounting. I would to utilize my skills, experience and theoretical learning as well as my passion. Moreover, I would like to work with other professionals to improve my skills as an employee which allow me to further contribute in the field of profession.

EXPERIENCE

11.2017

Staff-India

Virtual Assistant/Accountant

- ☑ Update exchange rate in SAP.
- ☑ Record daily, weekly, and monthly basis invoices from eBay, Amazon and others online market places.
- ☑ Key the sales, reimbursement, lost-inbound, lost outbound, customer return case in for Amazon In SAP
- ☑ Reconcile bank Transactions and making of bank payments and receives.
- ☑ Advance excels function such as Vlookup, Pivot table, filtering, sorting etc.
- ☑ Online market research and product pricing.
- ☑ Create Refund and CN (Credit Note) In SAP
- ☑ E-mail to the vendors for purchase details.
- ☑ Work in team and responsible for meeting minutes.

EDUCATION

2014 - 2017

Bachelor of Business Administration.(BBA)

Metropolitan University, Sylhet

Result:3.98(4.00)

Fiance & Banking

2011 - 2013

Higher Secondary School Certificate, (H.S.C)

Madan Mohan College, Sylhet

Board: Sylhet

Result: 5.00(Scale: 5.00)

Business Studies

2009 - 2011

Secondary School Certificate, (S.S.C)

Jalalabad High School, Kulaura, Moulvibazar

Board: Sylhet

Result: 5.00(Scale-5.00)

PERSONAL INFORMATION

Full Name : Towfique Elahi.
Fathers Name : Md.kamar Uddin.
Mothers Name : Shamima Akther.
Present Address : Badam Bagica, Sylhet
Permanent Address : Vill: West Gurabui, p/o: kajaldhara 3234, p/s : kulaura,
District : Moulvibazar, Sylhet
Gender : Male.
Date of Birth : November 04, 1995.
Marital Status : Unmarried
Age : 23
Nationality : Bangladeshi
Religion : Islam

PERSONALITY

✓ Friendly,Organized,Team Worker,Punctual

SOFTWARE SKILLS

Microsoft Word ●●●●●●
Ms excel ●●●●●●
Quick Books ●●●●●●
SAP ●●●●●●

HOBBY

Swiming, Cricket, Horse Riding,
Batminton,Technology, Tennis, Reading Books, Social Media etc.

SKILLS

✓ Good communication - written and oral skills
✓ Excellent conceptual and analytical skills
✓ Effective interpersonal skills,Quick learner, Troubleshooter,Ability to analyze

CERTIFICATION

Certificate in Basic Computer Application.
Duration:3 Months
Institution: National Youth Development Training Center, Chowhatta,Sylhet

LANGUAGES

English ●●●●●●
Bangla ●●●●●●

REFERENCES

Prof.Dr. Taher Billal khalifa.
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Metropolitan University,Sylhet.
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