

Last Updated : **April 3, 2018**

FERDOUSI

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Career Objective:

To work in an organization where sincerity, talent, and creativity gets the highest priority and with an urge to strive for a notion of constructive development, that will help me to enhance in various fields and to cope with the changing trends of

Employment History:

Total Year of Experience : 5.1 Year(s)

1. Excutive (September 1, 2016 - Continuing)

paradise Group

Company Location : Banani

Department: Accounts & Finance

Duties/Responsibilities:

- â Software related Invoice Generate (CRM & Troyee)
- â Inventory of the company
- â Money deposits to different Bank and Bank related correspondence
- â Logistic Assistant to various Department
- â Invoice distributions and follow up Collection.
- â Data Entry with posting
- â Reconcile with Bank and entry to database.
- â Dealings with Petty Cash for making immediate payments for miscellaneous small expenses along with payment of Cash Salary.
- â Assigned tasks from Director of the company

2. IT Operator (April 25, 2013 - December 30, 2015)

ARC DISTRIBUTION (Unilever Bangladesh Ltd.)

Company Location : Tongi, Gazipur

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Master of Business Studies	Accounting	National University	Second Class, Marks :51%	2014	2010-2011
Bachelor of Business Studies	Commerce	National University	Second Class, Marks :50%	2009	2005-2006
HSC	Business Studies	Govt.Fazlul Haque College ,Chakhar, Barisal	CGPA:1.6 out of 5	2005	2000-2001
SSC	Business Studies	Saliabakpur F.H. Secondary School,	First Division, Marks :63%	2000	1998-1999

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Present Salary : Tk. 15000
 Expected Salary : Tk. 12,000
 Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution
 Preferred District : Anywhere in Bangladesh.
 Preferred Organization Types : Banks, Leasing, Manufacturing (FMCG), Audit Firms /Tax Consultant, Airline, Food (Packaged)/Beverage, Group of Companies

Specialization:

Personal Skills: • Strong interpersonal communication skills • Fast understanding capability • Proficiency in ambiguous work process and challenges. • High Cognitive problem solving ability
 Computer Skills : Office suit: Microsoft Word, Microsoft-Excel, Power point
 Communication Skills: • Sound Interpersonal Communication Skill. • Maintained effective communication with corporate clients. • Excellent planning and organizing skill.

Language Proficiency:

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

Personal Details :

Father"s Name : Abdur Rob Khan
 Mother"s Name : Farida Begum
 Date of Birth : May 17, 1985
 Gender : Female
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill : Choripara, PO: Soliabakpur PS: Banaripara: Dist : Barisal
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Habibur Rahman Khan	A.K.M. Shahiduzzaman
Organization	: ARC SURFACTANTS	BANGLADESH TELECOMMUNICATION REGULATORY COMMISSION
Designation	: Finance Manager	Director General Legal and Licensing division
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Relation	: Relative	Relative
