

**MD.KUIYUM UDDIN AHMED**

**56 OYKOTAN,WEST PIRMOHOLLAH,SYLHET.**

**E-MAIL: *kaikumahmed70@gmail.com***



## Career Objective

To endure a challenging position where my knowledge, skills and experience can best highly utilized for the growth of the organisation.

## Personal Information

Name	: Md.Kuiyum Uddin Ahmed.
Father's Name	: Md. Maruf Hussain
Mother's Name	: Abeda sultana
Date of Birth	: 20 <sup>th</sup> March,1993.
Present Address	: 56 Oykotan,West Pirmohollah,Sylhet.
Permanent Address	: Do
Gender	: Male
Religion	: Muslim
Marital Status	: Single
Mobile	: +8801797056994

## Work Experience

**Oardun Bangladesh(Pvt)Ltd.Surma Drinking water (project)**

**April 2015 - September 2018**

**Accountant Officer**

- ✓ Prepare bills to clients according to the agreement and follow up the payments from clients.
- ✓ Preparing statements showing income and transactions.
- ✓ Report monthly sales revenue.
- ✓ Bank reconciliation and process payments.
- ✓ Financial reconciliation and reporting.
- ✓ Dealing with sales invoices, income,receipts and payments.
- ✓ Completed bank reconciliations in a timely manner.
- ✓ preparing and maintaining general ledger of the firm.
- ✓ Having good knowledge in Excel.

## Educational Qualification

### **Masters Of Business Administration (M.B.A)**

Major Subject : Management  
Graduation Year : 2016  
Result Publish : 2019  
CGPA : 3.09  
University : National University, Bangladesh.  
Institute : Madan Mohan College, Sylhet.

### **Bachelor Of Business Administration (B.B.A)**

Major Subject : Management  
Graduation Year : 2015  
Result Publish : 2017  
CGPA : 2.98  
University : National University, Bangladesh.  
Institute : Madan Mohan College, Sylhet.

### **Higher Secondary Certificate (H.S.C)**

Group : Business Studies  
Passing Year : 2011  
Board : Sylhet  
GPA : 4.40  
Institute : Madan Mohan College, Sylhet.

### **Secondary school certificate (S.S.C)**

Group : Business Studies  
Passing Year : 2009  
Board : Sylhet  
GPA : 4.38  
Institute : The Aided High School, Sylhet.

## Skills & Ability

### **Computer Competencies :**

- ✓ **Office application:** Good at Microsoft Office Application (MS Word, MS Excel, MS Power Point, MS Access)
- ✓ Six month diploma in computer course.

### **Language Skill:**

- ✓ **Bangla** : Excellent communication & presentation skills in Bengali.
- ✓ **English**: Good communication & presentation skills in English.

### **Key Skills:**

- ✓ Accounts payable
- ✓ Receivables
- ✓ Bank reconciliation
- ✓ Financial controls
- ✓ Time management
- ✓ Planning and enacting cash - flows
- ✓ Deposits

### **Interpersonal Ability :**

Outgoing personality, good communication and customer services skills, able to lift up to 50 lbs, Good reasoning ability and Expert in performing basic mathematical & accounting Calculation.

## **Extracurricular Activities**

- ✓ Worked as a volunteer in VARD (2012-15)
- ✓ Got first aid training
- ✓ Got training as a fire fighter
- ✓ Got psycho social training.

## **Hobbies**

- ✓ Participating in social work
- ✓ Traveling
- ✓ Listening Music.

Kuiyum uddin ahmed

Signature

Date: 10/10/2019