

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. Kuyum Uddin Ahmed.
Father's Name	: Md. Maruf Hussain
Mother's Name	: Abeda sultana
Date of Birth	: 20 th 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:28/09/2019