

MD. AFZALUR RAHMAN

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40 Shabujshena, Gashitula, Sylhet, Bangladesh

PERSONAL STATEMENT

I would describe myself as an ambitious and hard working person who thrives at the chance of learning new skills. I have excellent communication skills, enabling me to effectively communicate with a wide range of people. I always like to get the task which I have been given done in a professional and efficient manner. I am also willing to take on any training that is mandatory to enable me to carry out my work well.

EDUCATION

Oxford Brookes University - Oxfordshire, England

Bachelor of Science: Applied Accounting

Currently studying towards Bsc Applied Accounting by completing Association of Chartered Certified Accountants (ACCA) 's Applied Knowledge and Applied Skill levels.

Anandaniketan - Sylhet, Bangladesh

- Successfully completed Edexcel GCE A Level on Accounting, Mathematics and Economics.
- Successfully completed Edexcel IGCSE on English, Bengali, Mathematics, Physics, Chemistry, Accounting and Economics.

WORK HISTORY

Finance Assistant | Mylocum - Greater London, England

02/2015 - 01/2016

- Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
- Assessed data and information to verify entry and calculation.
- Applied mathematical abilities on daily basis to calculate and check figures in areas of accounting systems.
- Reported financial data and updated financial records in ledgers and journals.
- Assisted in company's HMRC related special projects and additional tasks.
- Updated entries in company's system using Sage 50.
- Interacted with personnel in Finance, Consultants and Compliance departments, effectively building lasting relationships.
- Provided exceptional service to customers requiring assistance such as payment related queries.
- Reconciled account information and reported figures in general ledger by comparing to bank account statement each week.
- Prepared invoices and maintained payroll.
- Entered figures using 10-key calculator to compute data quickly.
- Involved in other administrative tasks like directing calls that were not directly related to finance.

Translator | British Council Bangladesh - Sylhet, Sylhet

02/2014 - 02/2014

I worked as a translator for the representative of Bucks New University at the UK Higher Studies Education Fair. My tasks also included explaining to the prospective students regarding the courses the university offers, English requirement for specific courses, job prospective in UK and also responding to any queries they had.

SKILLS

- Excellent team player
 - Hardworking, determined and sincere
 - Good communication skills
 - Positive attitude and energy
 - Creative
 - Conflict Resolution
- Skills as a Finance Assistant
- Bookkeeping
 - Accounts payable and receivable
 - Data entry
 - Skilled in Sage 50
 - Telephone etiquette
 - Credit Control
 - Invoice and payment processing
 - General ledger accounting expertise

HOBBIES AND INTERESTS

I enjoy reading about history especially South Asia, Middle East and Europe and also like listening to history lectures. I also enjoy socializing with family and friends.