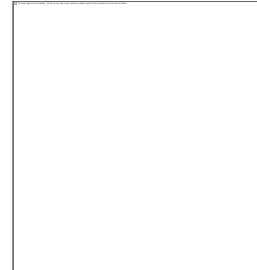


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **May 13, 2015**

MD. AHSAN HABIB

Address: Borpa, Rupgonj, Narayanganj.
Home Phone: 01917973959
Mobile : 01912450055
email:habib.mba12@gmail.com, najmul5011@gmail.com



Career Objective:

To build up a career in any challenging field related to Business Studies as well as any field of Bank, Non-bank Finance Institution so as to maximize the application of acquired knowledge & potential and want to show strong sense of responsibility.

Special Qualification:

Diploma in Computer Science.
Diploma in Mobile Engineering.

Employment History:

Total Year of Experience : 11.3 Year(s)

1. Manager Accounts (February 2, 2011 - Continuing)

Ambient Steel (BD) Ltd. (a unit of majumder group)

Company Location : Narayanganj
Department: Accounts & Finance

Duties/Responsibilities:

- if~ Maintaining all business voucher, cash register, bank book, assets registers.
- if~ preparation of receipts and payment a/c.
- if~ Updating daily financial transaction into excel.
- if~ Monitoring accounts receivable & payable
- if~ Assist in preparing all accounts related work.
- if~ Assist in preparing all relevant documents ready for realizing receivable & advances.
- if~ Complete the task which would be assigned from time to time from the management.
- if~ Preparing profit / loss, balance sheet, any accounting reports
- if~ Analyzing cash expenses and income
- if~ Conducting bank transactions
- if~ Cash management and disbursements
- if~ Perform any other accounting-related task given by the management.

2. SR (January 19, 2005 - May 11, 2009)

Abul Khair Tobacco Co. Ltd.

Company Location : Fathepur, Laksam, Comilla.
Department: Marketing

Duties/Responsibilities:

- Sell specific products and services to consumers.
- Demonstrate products and show consumers how to maximize their features.

Explain different customizable features.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBA (Masters of Business of Administration)	Finance	Southeast University	CGPA:2.64 out of 4	2014	2012-2013	2.64
BBA (Bachelor of Business Administration)	Marketing	Dhaka International University	CGPA:3.48 out of 4	2009	2004-2005	GPA-3.48
HSC	Business Studies	Rangpur Model College , Rangpur.	CGPA:2.6 out of 5	2003	2001-2002	GPA-2.60
SSC	Science	Haragach High School, Rangpur.	First Division, Marks :60%	2000	1998-1999	1st Division

Career and Application Information:

Looking For : Top Level Job
Available For : Full Time
Present Salary : Tk. 33000
Expected Salary : Tk. 25,000
Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution
Preferred District : Gaibandha, Rangpur
Preferred Country : Canada
Preferred Organization Types : Banks, Govt./ Semi Govt./ Autonomous body, NGO, Multinational Companies, Embassies/Foreign Consulate, Garments, Audit Firms /Tax Consultant, Group of Companies, Call Center, Cement Industry

Language Proficiency:

Language	Reading	Writing	Speaking
ENGLISH	High	High	High
BANGLA	High	High	High
HINDI	Medium	Medium	Medium

Personal Details :

Father's Name : Md. Abdul Wadud
Mother's Name : Most. Amena Begum
Date of Birth : September 1, 1985
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Vill: Bahar Kasna (Zummatari), P.O.: New Shahebgonj, P/S.: Kotwali, Dist. : Rangpur.
Current Location : Narayanganj

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Mohiuddin Ahmed	Md. Abdul Mannan
Organization	: Southeast Bank Ltd.	Statistic of Buro
Designation	: Sr. Principal Officer	Administrative Officer
Address	: Bhulta, Gowchia, Rupgonj, Narayangonj.	Sher-E-Bangla Nagar, Agargaon, Dhaka.
Phone (Off.)	: -	-
Phone (Res.)	: -	
Mobile	: +8801744-245584	01747126857
EMail	:	
Relation	: Professional	Relative