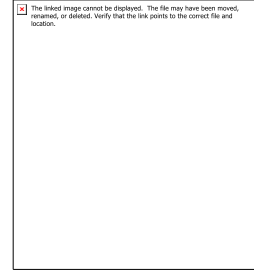


Applied For: **IT Executive (Sylhet)**

Last Updated : **September 17, 2017**

## **MD. AKKAS ALI**

Address: House-21, Road-28, Block-K, Banani, Dhaka.  
Home Phone: 01912158220  
Mobile : 01751418688  
email:alimdak1987@gmail.com, akkas.ali777@yahoo.com



### **Career Objective:**

Would like to have an opportunity to employ in any Division any reputed organization where I can prove myself as a best performer by using all my experience and knowledge, which I achieved through academic and professional activities.

### **Career Summary:**

1. Position : Enrollment Executive  
Duration : 1st July, 2012 to till now.  
Section : Digital Registration Certificate & Digital Number Plate Section  
Location : BRTA, Dhaka North, Mirpur-13, Dhaka.  
Duties & Responsibilities:  
a. Daily follow-up Assistant Manager & Enrollment Executive.  
b. Budget Prepare & forward to Finance Department.  
c. Cash receive & disburse to regional offices.  
d. Monthly expense bill check & verify and submit to Finance Deptt.

### **Special Qualification:**

01. Fast Typing Speed (Bengali & English), Computer Operation,  
02. 5.2 years working experience as an Enrollment Executive under the Digital Number Plate & Digital Registration Certificate section under the project of BRTA & BMTF.

### **Employment History:**

**Total Year of Experience : 6.4 Year(s)**

#### **1. Enrollment Executive ( July 1, 2012 - Continuing)**

##### **Tiger IT Bangladesh Limited**

Company Location : House-21, Road-28, Block-K, Banani, Dhaka.  
Department: DRC Section Under the Project of BRTA.

##### **Duties/Responsibilities:**

1. Follow-up Regional In-charge & Executives;
2. Budget collection, Budget Prepare & submit to Finance Dept.;
3. Cash receive from Finance Dept. & disburse to various region;
4. Expense bill receive, check & verify and submit to Finance Dept.;
5. Check & verify of vehicle registration card;

6. Entry the bio-enroll of owner of the vehicle;
7. Supervising Enrollment Executives;
8. Train up the Enrollment Executives.

#### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Masters of Business Studies (M.B.S.)	Accounting	National University	Second Class	2010	1 Year	51%
Bachelor of Business Studies (B.B.S.) Hon`'s	Accounting	National University	Second Class	2009	4 Years	46%
HSC	Business Studies	Darsana Govt. College, Darsana	CGPA:2.3 out of 5	2005	2 Years	46%
SSC	Science	Carews High School	CGPA:2.5 out of 5	2002	2 Years	50%

#### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer Basic Course	N/A	Directorate Of Youth Development	Bangladesh	Chuadanga	2010	6 months

#### **Career and Application Information:**

Looking For : Entry Level Job  
 Available For : Full Time  
 Present Salary : Tk. 20000  
 Expected Salary : Tk. 20,000  
 Preferred Job Category : Accounting/Finance, General Management/Admin  
 Preferred District : Bagerhat, Barishal, Chuadanga, Dhaka, Dinajpur, Gazipur, Jashore, Jhenaidah, Khulna, Natore, Rajbari, Rajshahi, Thakurgaon  
 Preferred Organization Types : Banks, Telecommunication, Wholesale, Training Institutes, Govt./ Semi Govt./ Autonomous body, Multinational Companies, Embassies/Foreign Consulate, Buying House, Cosmetics/Toiletries/Personal Care, Cement Industry, Mobile Accessories, Port Service

#### **Specialization:**

Fields of Specialization
<ul style="list-style-type: none"> <li>• Data Entry Operator (Both English &amp; Bengali)</li> </ul>

#### **Language Proficiency:**

Language	Reading	Writing	Speaking
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Bengali	High	High	High
English	High	High	Low

**Personal Details :**

Father's Name : Md. Keamot Ali  
Mother's Name : Morium Begum  
Date of Birth : September 16, 1987  
Gender : Male  
Marital Status : Married  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : Milpara, Darsana, Damurhuda, Chuadanga  
Current Location : Dhaka

**Reference (s):**

Name : Tanvir Ahmed  
Organization : Tiger IT Bangladesh Limited  
Designation : Project Co-ordinator  
Address : Tiger IT Bangladesh Limited,  
House-21, Road-28, Block-K,  
Banani, Dhaka.  
Phone (Off.) : N/A  
Phone (Res.) : N/A  
Mobile : 01768-787534  
EMail : tanvir.ayon07@gmail.com  
Relation : Professional