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MOEZ AL AZIM ANSARY

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Career Objective:

Seeking a responsible job with an opportunity for professional challenges by which I would be able to utilize my potentialities in the best possible way.

Career Summary:

Experience of more than 2 (two) years in Accounts and Finance as well as Administration. Area of Work: Accounts and Finance, Admin, Budget Preparation, Purchase, Consultancy, Corporate Meeting Handling, Legal and Development Affairs.

Special Qualification:

Having computer skills on Microsoft Office Programs, Photoshop, Internet Browsing, Printing, Scanning.

Employment History:

Total Year of Experience : 3.8 Year(s)

1. Asst. Accounts Officer (September 12, 2015 - Continuing)

North East University Bangladesh

Company Location : Sylhet

Department: Office of The Director of Finance

Duties/Responsibilities:

1. Cash Book & Petty Cash Maintenance
2. Verifying Inflows through Bank
3. Preparing Monthly Inflow Sheet
4. Collecting Payment slip from Bank & Students and verify them
5. Management of Students" Ledger
6. Manage purchases.
7. Purchase Requisition Examine & Filing.
8. Invitation for Quotation or Tender and process them.
9. Make purchase order (if necessary).
10. Bills collection & negotiations.
11. Bills analysis.
12. Bills & Vouchers processing.
13. Cheque & Cash distribution to payees.
14. Cost control.
15. Debit Voucher & Journal Vouchers Preparing.
16. Handling Receivables & Payable.
17. Preparing Monthly, Semester wise & yearly financial statements.
16. Repairing financial report to submit to government & its agencies.

2. Chief Accountant (February 1, 2015 - July 31, 2015)

Nur Group

Company Location : Sylhet

Department: Accounts Division

Duties/Responsibilities:

1. Tracking all day to day financial transactions.
2. Preparing corporate and business head based financial statements.
3. Preparing the Final Statements.
4. Maintaining good relationship & regular communication with Suppliers, Customers & Creditors.
5. Preparing & maintaining the database of Employees, Suppliers & Customers.
6. Maintaining both online & offline Database and Financial Records.
7. Bills analysis and Negotiation.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBA	Accounting & Information Systems	Leading University, Sylhet	CGPA:3.2 out of 4	2016	1 Year	-
BBA	Accounting & Information Systems	Leading University, Sylhet	CGPA:3.43 out of 4	2014	4 Years	One of the best Team Leaders, Report Writers & Presentators Titles.
HSC	Humanities	Madan Mohan College, Sylhet	CGPA:4 out of 5	2010	2 Years	-
SSC	Humanities	Police Line High School, Sylhet	CGPA:4.13 out of 5	2008	2006-2007	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Internship	Financial Statements Analysis	First Security Islami Bank Limited, Ambarkhana Branch	Bangladesh	Ambarkhana, Sylhet	2014	3 months

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Present Salary : Tk. 20000
Expected Salary : Tk. 11,000
Preferred Job Category : Accounting/Finance, Media/Advertisement/Event Mgt.
Preferred District : Anywhere in Bangladesh.
Preferred Organization : Banks, NGO, Multinational Companies, Airline, Food
Types (Packaged)/Beverage, Group of Companies, Furniture Manufacturer

Specialization:

Fields of Specialization
<ul style="list-style-type: none">• Deposit• Customer Support/ Client Service• Islamic Banking• Accounts• Admin

Language Proficiency:

Language	Reading	Writing	Speaking
Bangali	High	High	High
English	High	High	High

Personal Details :

Father"s Name : Late Abdul Hannan Ansary
 Mother"s Name : Napsun Nahar Chowdhury
 Date of Birth : November 13, 1991
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : 68 Payra, Jharnarpar, Dargamohallah, Sylhet -3100
 Current Location : Sylhet

Reference (s):

	Reference: 01	Reference: 02
Name	: Prof. Dr. Atful Hye Shibly	Mr. A. F. Mujtahid
Organization	: North East University	North East University Bangladesh
	: Bangladesh	
Designation	: Vice-Chancellor	Treasurer
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Relation	: Professional	Professional
