

Last Updated : **December 23, 2018**

NOORE ALAM SIDDIQI

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Career Objective:

Willing to work in a career based organization, where success comes through creativity, hard work, sincerity and devotion to duty achieving organizational goals as well as enriches knowledge.

Career Summary:

Sales Executive at Nitol Niloy Group
Assistant Accountant at Ycosa & Company

Special Qualification:

Financial Statement
Research Report
Statistical Package for the Social Sciences (SPSS)

Employment History:

Total Year of Experience : 3.3 Year(s)

1. **Executive (March 1, 2017 - Continuing)**

Nitol Niloy Group

Company Location : Nitol Niloy Centre 71, Mohakhali Commercial Area Dhaka-1212

Department: Sales

Duties/Responsibilities:

- >Developing the new market.
- > Monitoring existing clients.
- >Sales and supervise clients in an amicable way.
- >Ensure documentation of all party reports, work plans, and office correspondence.
- >Support the manager in overseeing the department`s operations.

2. **Assistant Accountant (June 1, 2014 - July 31, 2015)**

Ycosa & Company

Company Location : House: 18, Rabindra Sarani, Azampur, Uttara Dhaka-1230

Department: Accounts Department

Duties/Responsibilities:

- >Keep records of daily transaction.
- >Cash Management.
- >Inventory Management.
- >Handle VAT and TAX related issues.
- >E-Commerce and Social Media Marketing.

3. Librarian (October 5, 2013 - December 12, 2013)

Independent University, Bangladesh

Company Location : Aftabuddin Road, Block: B, Bashundhara R/A, Dhaka - 1229

Department: IUB Library

Duties/Responsibilities:

- > Answering readers inquiries.
- > Using library systems specialist computer applications.
- > Ensuring that library services meet the needs of particular groups of users.
- > Assisting readers to use computer equipment, conduct literature searches.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Masters of Business Administration (MBA)	Finance	Independent University, Bangladesh	CGPA:2.88 out of 4	2018	2016 - 2017	-
BBA	Accounting	Independent University, Bangladesh	CGPA:3.06 out of 4	2015	2011-2015	Awarded for Best scientific poster in Environmental Science Colloquium, IUB on Spring 2012
HSC	Business Studies	Brindaban Govt. College	CGPA:3.8 out of 5	2010	2008 - 2009	-
SSC	Science	Shaistaganj High School	CGPA:3.25 out of 5	2008	2006 - 2007	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Live in field experience (LFE)	Survey on rural people lifestyle	Independent University, Bangladesh	Bangladesh	Joypurhut	2015	12 days

Career and Application Information:

Looking For : Entry Level Job
Available For : Full Time
Present Salary : Tk. 25000
Expected Salary : Tk. 25,000
Preferred Job Category : Accounting/Finance, Marketing/Sales
Preferred District : Anywhere in Bangladesh.
Preferred Country : Japan, Netherlands, New Zealand, United Kingdom, United States, Canada, Finland, France
Preferred Organization Types : Banks, Leasing, Investment/Merchant Banking, Manufacturing (FMCG), Wholesale, Software Company, IT Enabled Service, Garments, Textile, Audit Firms /Tax Consultant, Group of Companies, Inventory/Warehouse

Specialization:

Extra Curricular Activities:

All kind of business Letter, Memorandum, Progress report, Agenda. Adobe Photoshop and Flash.

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High
Hindy	Low	Low	Medium

Personal Details :

Father"s Name : Mohammad Hussain
 Mother"s Name : Salma Akter
 Date of Birth : January 10, 1991
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Station Road, Shaistaganj, Habiganj - 3301
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Mr. Rawshan Iajdani	Maqbool Kader Quraishi
Organization	: Ycosa Limited	Independent University, Bangladesh
Designation	: Managing Direction	Senior Lecture
Address	: Rabindra Sarani, Azampur, Uttara, Dhaka- 1230	Plot:16 Block: B, Aftabuddin Road, Bashundhara R/A, Dhaka
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Relation	: Professional	Academic
