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ZAHANGIR ALAM

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Career Objective:

I am seeking a challenging job in a competitive environment where my knowledge and ability can be utilized to yield the optimum benefit to the organization.

Career Summary:

I have few years practical experience in Finance and MIS related work. I also can capable to adapt Accounts & Audit type job. Finally, I have started professional accounting degree.

Special Qualification:

MBA

Employment History:

Total Year of Experience : 9.0 Year(s)

1. Corporate Executive (A&F's MIS) (December 5, 2015 - Continuing)

Pretty Group

Company Location : H#8,R#14, Baridhara Diplomatic Zone, Baridhara,Dhaka
Department: Accounts & MIS

Duties/Responsibilities:

1. Check Back to Back L/C Documents For Vendor"s Payment (Challan wise receiving as per work order, requisition & PI).
2. Check Bills (Challan wise receiving as per work Order/requisition).
3. Check system Audit of challans for payment purpose.
4. Keep record of Back to Back L/C, FTT, FDD, Work order,PI & Commercial Invoice.
5. Export Record Maintain (Export Commercial Invoice).
6. Keep record of Master L/C or Sales Contracts or Replaced L/C.
7. Give Approval of Work order & PI based on Approved Cost Sheet.
8. Cost Sheet Amendment and Finally Approved it.
9. Co-ordinate with Sourcing, Commercial and merchandising and Store department as per required issues.

2. Executive (MIS). (March 18, 2012 - August 31, 2015)

Social Development Foundation.

Company Location : Z-House, Holding # 6/6, Block # F, Lalmatia, Mohammedpur

Department: MIS

Duties/Responsibilities:

1. To assist to prepare community finance reports monthly, quarterly & yearly. (Dis-basement, Recovery, Outstanding, Saving etc).
2. To prepare various Infrastructural and Welfare report as per requirement of Management.
3. Assist to help dis-basement, recovery and others Financial transaction.
4. Keep Financial record on MIS system.
5. Entry various data into MIS system.
6. Generate various report based on requirement.
7. Compose official document.
8. Print various document from MIS system (Ex: word, Excel, Access etc)
9. Handle e-mail, internet, LAN etc.
10. Troubleshoot basic problem of computer hardware, software and LAN.

3. Data Analyst (Billing) (April 15, 2010 - March 17, 2012)**Intelligent Image Management Limited.**

Company Location : House#200, Lane #2, Baridhara, DOHS, Dhaka.

Department: Pharmacy Project.

Duties/Responsibilities:

1. Online billing support by framework software .
2. Input Dollar amount correctly and identify the total each and every patient's amount which amount he/she must pay.
3. Identify actual payer.
4. On-line Insurance, pay plan added from selected websites.
5. Maintain Documentation soft and hard copy.
6. Client protocol adaptability.
7. Make decision from various information.

4. Marketing Executive (March 12, 2009 - October 30, 2009)**Nextrack Ltd.**

Company Location : H#8(3rd floor), R#3, Sector#6, Uttara, Dhaka-1230.

Department: Marketing

Duties/Responsibilities:

- B2B Sales and Marketing
- Sales organization development.
- Writing proposal and make agreement.
- Daily reporting to manager sir
- & Telemarketing

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Masters of Business Administration (MBA)	Accounting	Northern University Bangladesh	CGPA:3.43 out of 4	2017	1	Professional Knowledge.
Bachelor of Business Administration (BBA,Honors)	Marketing	Northern University Bangladesh	CGPA:3.27 out of 4	2009	4 years	Capable to adapt different personality.
Higher Secondary Certificate(H.S.C.)	Humanities	Dhaka City College	Second Division, Marks :59%	2002	2 years	Fundamental rules of human life.
Secondary School Certificate(S.S.C.)	Science	Mohakhali Model High School	Second Division, Marks :58%	2000	2 years	Basic knowledge of all my subjects.

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Certificate Course on Joomla ,HTML,CSS,PHP Basic	Concept of web technology; Introduction to Joomla; Installing & configuring Joomla; Admin functions; Media manager; Template, Module, Plug-in manger; Website with Joomla user admin; Installing templates & forms; Forum; Menu & Content manager; Manage images, Audio,Video, HTML & CSS basic,	Grameen Star IT Education.	Bangladesh	Ta-96 (2nd Floor),Badda Link Road, Dhaka, Gulshan	2011	3 Months
Basic Office Course	Microsoft Word, Microsoft excel, Microsoft power point & Internet Browsing.	An Ideal Computer Training Project.	Bangladesh	103, Green Road, Farmgate, Dhaka-1215.	2000	3 Months

Career and Application Information:

Looking For : Top Level Job
 Available For : Full Time
 Present Salary : Tk. 20500
 Expected Salary : Tk. 17,000
 Preferred Job Category : Accounting/Finance, IT/Telecommunication
 Preferred District : Dhaka, Kushtia
 Preferred Country : United Kingdom, United States, Australia, Denmark
 Preferred Organization : Banks, Wholesale, Advertising Ageny, Event Management, IT Enabled Service, Govt./ Semi Govt./ Autonomous body, Audit Firms /Tax Consultant, Airline, Direct Selling/Marketing Service Company, Group of Companies, Call Center, Automobile

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> • Micro Finance • Accounting • MIS/ CIS

Language Proficiency:

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

Personal Details :

Father"s Name : Wazed Ali
Mother"s Name : Shahina Khanom.
Date of Birth : April 2, 1983
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Village-Natnapara, P.O.-Goalgram, P.S.- Daulatpur, District- Kushtia.
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Sabbir Akhter	Syed Mustafizur Rahman Chowdhury
Organization	: Acer	Northern University Bangladesh.
Designation	: Manager (Business Development)	Lecturer,MIS
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Relation	: Others	Academic
