

CURRICULUM VITAE OF FAISAL AHMED

Present Address:

122, Korbanigonj, Boloar Dighi
West Par, Chittagong.
Contact: +8801818-036108
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Carrier Objective:

I want a broad range of duties as possible, which will put my thinking cap on problem Solving & decision making, my desire is not work a challenging environment and my attitude is always in risk taking to move my carrier forwards.

Professional Experience:

I have been working as 'Accounts Executive' at Romana Flours Mills Ltd. in Kalurghat Basic I/A, Kalurghat, Chittagong.

Present Job Responsibility:

- Handling all the cash/Account pay Cheque transaction of the organization.
- Preparing all type of voucher.
- Bank reconciliation.
- Preparing daily fund projection report.
- Preparing monthly budget variance report
- Preparing month budget report.
- Maintain an extensive report on daily, weekly and monthly transactions.
- Checking daily accounts.
- Computer and record totals of transactions.
- Maintain pretty cash book.
- Checking supplier bill.
- Making payment of petty cash expenditures.
- Any other task assigned by management.

Educational Qualification:

Name of Exam	Passing Year	Result	Subject	Board/University
S.S.C	2001	2.25	Humanities	Chittagong
H.S.C	2003	2.30	Humanities	Chittagong
B.S.S	2007	1 st Class	Economics	National University

Personal Information:

Father's Name : Late Ruhul Bayan Sabbir
Mother's Name : Hasina Begum
Date of Birth : 25th December, 1985
Sex : Male
Marital Status : Unmarried
Religion : Islam
Nationality : Bangladeshi by birth

Experience:

1. I have been working as a "Store Assistant" in Base Textiles Ltd. from 1st October, 2007 to 31st December, 2011.
2. I have been working as a "Store Officer" in Sea tex Ltd. from 1st January, 2012 to 30th July, 2015.

Computer Experience:

I know the art of English & Bangla type writing and computer knowledge MS Word, MS Excel & Internet Browsing.

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Signature

Date: