

**SHAHRUKH AHMED**

Address: 364/A, Modhubag, Moghbazar, -1217, Shantinagr TSO, Ramna, Dhaka 1217  
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**Career Objective:**

To secure a position with a well-established organization with a stable environment that will lead to a lasting relationship in the field of HealthCare. To obtain a position that will enable the use of my strong organizational skills,

**Career Summary:**

Achieved Asst. Manager Post through hard work and dedication within 3 years. Have been Awarded This year for Most efficient Performance in my Department.

Areas Of Expertise:

- 1) Internal Audits
- 2) Cash Handling
- 3) Store Management
- 4) Logistic & Vehicle Management
- 5) Administration
- 6) Guest Management

**Special Qualification:**

Quick learner, eager to further my \_\_\_\_ (fill in the blank) knowledge and skills  
Meticulous worker attentive to quality and detail  
Able and willing to assist co-workers, supervisors, and clients in a cooperative manner  
Work Well Under Pressure

**Employment History:**

Total Year of Experience : 4.0 Year(s)

1. **Senior Audit Officer ( December 1, 2018 - Continuing)**

Advert Limited  
Company Location : Dhaka  
Department: Account Audit

2. **Senior Officer - Audit and Accounts ( December 21, 2014 - May 31, 2018)**

Adex Group of Companies  
Company Location : Dhaka  
Department: Production  
Duties/Responsibilities:  
To check the supplier bills and invoices  
Cash Audit  
Store Audit  
Monitoring overall financial activities  
Making most effective decision for material purchase and supplier selection  
Proper implementation of ISO in every work levels  
To comply with all the clients and other child companies on behalf of the mother company  
Taking most effective decision for better production and cost minimization  
Financial Controlling

Managing deliveries to individual projects  
Scheduling deliveries  
Co-ordination among all orders and delivery schedules  
Entertainment Department managing  
Handling Cash and other cash equivalent matters  
Managing Company Transports

#### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
BBA	Finance	National University	CGPA:3.35 out of 4	2014	4

#### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
ISO	Changes in ISO-9000-2007 and and deviations	SGS Bangladesh	Bangladesh	Dhaka	2017	1

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

Looking For : Mid Level Job

Available For : Full Time

Present Salary : Tk. 32900

Expected Salary : Tk. 35000

Preferred Job Category : Accounting/Finance, General Management/Admin

Preferred District : Chattogram, Cox's Bazar, Dhaka

Preferred Country : Australia, Canada, France, India, Ireland

Preferred Organization Types : Banks, Manufacturing (FMCG), Manufacturing (Light Engineering & Heavy Industry), Multinational Companies, Market Research Firms, Hotel, Travel Agent, Supply Chain, Financial Consultants, Third Party Auditor (Quality/ Health/ Environment/ Compliance)

#### **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>MBA/ BBA</li> </ul>	<ul style="list-style-type: none"> <li>● To check the supplier bills and invoices</li> <li>● Cash Audit</li> <li>● Store Audit</li> <li>● Monitoring overall financial activities</li> <li>● Making most effective decision for material purchase and supplier selection</li> <li>● Proper implementation of ISO in every work levels</li> <li>● To comply with all the clients and other child companies on behalf of the mother company</li> <li>● Taking most effective decision for better production and cost minimization</li> <li>✓ The ability to perform repetitive tasks quickly, carefully and methodically</li> <li>✓ Great liaison aptitude and the ability to remain calm within a challenging Environment</li> <li>✓ Professional, presentable, dedicated and enjoys working with people from all Backgrounds</li> <li>✓ Self motivated, enthusiastic and with positive attitude</li> <li>✓ Tactful and diplomatic when dealing with difficult customers</li> <li>✓ Computer operating And typing skills</li> <li>✓ SAGE 50 software operating</li> <li>✓ Managing a large amount of subordinates in a smoother way</li> </ul>

### Extra Curricular Activities:

Singing  
Acting  
Sports

### Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High
Hindi	Low	Low	High

### Personal Details :

Father's Name : Hafizur Rahman

Mother's Name : Sherin Parvin

Date of Birth : February 15, 1992

Gender : Male

Marital Status : Married

Nationality : Bangladeshi

National Id No. : 19923515833000086

Religion : Islam

Current Location : Dhaka

### Reference (s):

#### Reference: 01

Name : Nurunnabi Suzon

Organization : Adex Group Of Companies

Designation : CEO

Address : 56 Purana Paltan, Dhaka

Phone (Off.) :

Phone (Res.) :

Mobile : 01741953133

E-Mail :

Relation : Relative

#### Reference: 02

Eng. Harunur Rashid

Adex Group Of Companies

CEO

56 Purana Paltan, Dhaka, Bangladesh

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01713164505

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Professional