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| |  |  |  | | --- | --- | --- | | AL-AMIN SARKER | |  | | --- | | http://my.bdjobs.com/photos/1425001-1450000/581449621y0t1x.jpg | | | Address: New Market City Complex, New market ,Dhaka,1205.  Mobile No 1 : 01917101122  Mobile No 2 :01833400187  e-mail : alamin.offline@gmail.com, alamin1992.offline@gmail.com | |

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| **Career Objective:** |
| To work in a corporate organization where I can explore my potentially with a view to improve my career and serve the organization to the level best. |

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| **Special Qualification:** |
| Organization : Pacific Group Ltd  Position : Accounts Officer (Accounts) Company Location : Symphony (Level-3),9 Gulshan Avenue (south) Gulshan-1 |

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| **Employment History:** | |
| **Total Year of Experience :** 3.1 Year(s) | |
|  | Accounts Officer (Accounts) ( February 1, 2014 - Continuing) |
|  | **Pacific Group Ltd**  Company Location : Symphony (Level-3),9 Gulshan Avenue (south) Gulshan-1,Dhaka-1212  Department: (Accounts)  ***Duties/Responsibilities:*** Follow up and collection of customer acceptance on Expert Documents collection of Utilization Declaration. Reporting to the management of customers acceptance area. Update database on customers acceptances. Instant Problem Solver. Relationship with Buyer. |

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| **Academic Qualification:** |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Exam Title | Concentration/Major | Institute | Result | Pas.Year | Duration | | BBA | Finance | Dhaka International University | CGPA:2.92 out of 4 | 2013 | 4 years | |

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| **Professional Qualification:** |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Certification | Institute | Location | From | To | | YES | Pacific Group Ltd | Symphony (Level-3),9 Gulshan (south) Gulshan-1 | February 1, 2014 | August 4, 2016 | |

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| **Career and Application Information:** |
| |  |  |  | | --- | --- | --- | | Looking For | : | Top Level Job | | Available For | : | Full Time | | Present Salary | : | Tk. 18000 | | Expected Salary | : | Tk. 25000 | | Preferred Job Category | : | Accounting/Finance | | Preferred District | : | Anywhere in Bangladesh. | |

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| **Specialization:** |
| |  |  | | --- | --- | | Fields of Specialization | Description | | Data Entry Operator (Both English & Bengali) | • Microsoft Office (Microsoft Word, Microsoft Excel, Microsoft Power point, Microsoft Access, Microsoft Project, Microsoft Accounting) • Adobe Photoshop, Browsing, Internet and e-mail. • System Software (Windows, DOS, Linux) | |

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| **Language Proficiency:** |
| |  |  |  |  | | --- | --- | --- | --- | | Language | Reading | Writing | Speaking | | Bangli | High | High | High | | English | High | High | Medium | |

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| **Personal Details :** |
| |  |  |  | | --- | --- | --- | | Father's Name | : | Late Golap mia sarker | | Mother's Name | : | khadiza begum | | Date of Birth | : | December 31, 1992 | | Gender | : | Male | | Marital Status | : | Married | | Nationality | : | Bangladeshi | | National Id No. | : | 1992128560000026 | | Religion | : | islam | | Permanent Address | : | new market city complex, new market ,dhaka,1205. | | Current Location | : | Dhaka | |

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| **Reference (s):** |
| |  |  |  |  | | --- | --- | --- | --- | | Name | : | Sorhab Ali |  | | Organization | : | Pacific Group |  | | Designation | : | Manager (Audit &Accounts) |  | | Address | : | SYMPHONY(Level-3),9Gulshan Avenue (south) Gulshan-1,Dhaka-1212 |  | | Phone (Off.) | : | 88028817882, 8855523 |  | | Phone (Res.) | : | 01720174498 |  | | Mobile | : | 01720174498 |  | | Relation | : | Professional |  | |