

Nayeemul Khan

Aiming to establish and dedicate myself towards a career where I can have a mutually rewarding experience. Interested to work in development financial institutions and banking.



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Experience

1. ACCOUNTS INTERN

WEBABLE BANGLADESH LIMITED
(JULY 2019 - OCTOBER 2019)

Responsibilities

- > Assisted in reconciliation of bank statements for all transactions.
- > Assisted in monthly employee attendance record preparation for salary disbursements.
- > Maintenance of daily expense in terms of bills, conveyances and other office supply requirements.
- > Assisted in preparation of invoices using Wave accounting platform. Daily submission of physical documents and cash/cheque collection from clients at designated dates.
- > Preparation and release of VAT documents and other related tax exemptions as per transactions requirements.
- > Proactively assisted in interviews conducted by the HR department, query management under client servicing, transcribing tutorial videos for proprietary chatbot platform.

2. COMMERCIAL INTERN

SIEMENS HEALTHCARE LIMITED
(APRIL 2018 - JULY 2018)

Responsibilities

- > Support in preparation of tender application for different medical equipment according to specification.
- > Visiting tender bids, responsible for taking observation notes on rival bids and their offers.
- > Cross checking and updating documents regarding import of replacement parts for outstanding warranty commitments.
- > Calculated and recorded cost reimbursements for field engineers and trainers.

Education

GRADUATE DEGREE

- **North South University**
MS in Economics (continuing) 2019

UNDERGRADUATE DEGREE

- **BRAC University**
Bachelors in Social Sciences (BSS) | 2013 - 2017
Major: Economics | CGPA: 3.01 of 4.0

SCHOOL

- Formerly from Aga Khan School (AKS), Maple Leaf International School
- **A Levels** | 2011-2012
QED Academy | CGPA: 3.1 of 5
Subjects: Accounting, Economics, Business Studies
- **O Levels** | 2010
QED Academy | CGPA: 3.22 of 5
Subjects: Economics, Commerce, Mathematics B, English Language, Bangla, Accounting, Physics.

Skills

- > Microsoft Office Suite (proficient in Excel and PowerPoint)
- > Google Suite (Google docs, Google Sheets)
- > Working knowledge in STATA, SPSS (Basic).
- > Working knowledge graphics design skills in Adobe InDesign (for documentation design), Illustrator and basics of Photoshop.

Extra curriculars

- **COMMUNITY ACTION (2010 - 2012)**
 - > Contributed towards their annual winter clothes drive, successfully managing to lead groups towards fulfilling seasonal quotas.
 - > Helped contribute time and effort in dispersing food and necessities targeted towards lower income families during Ramadan. (Project Payaju Beguni).
- **Physically -challenged Development Foundation (PDF) (2012)**
 - > Successfully raised funds for the disabled which involved selling their handicrafts and artworks.
- **BRAC UNIVERSITY MODEL UNITED NATIONS (BUGMUN) 2016**
 - > Recognition for contribution towards issues ranging from religious fundamentalism to climate change.

Personal Attributes

- **Communication:** Strong communication and interpersonal skills with fluency in English, Bangla, and basic understanding in Mandarin Chinese (Level 1)
- **Analytical Skills:** Comfortable in my ability to organize, interpret and present of economic and financial data. Experience in working with raw data supplied in spreadsheets or any other formats and perform data analysis in specialist software.
- **Critical Thinking:** Proficiency in researching secondary data allows me to summarize critical information with sufficient due diligence in projects I am involved.
- **Leadership and management:** Throughout my academic career I was successfully able to participate and thrive in roles that required stress management, building relationships, problem solving and time allocation for various group projects and tasks.

References

Nazara Zehra Rashid

**Head of
Human Resources,**

**Siemens
Bangladesh Limited**

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References

Nilima Tariq

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**WebAble
Bangladesh Limited**

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