**Zulker Nayem**

Contact Number: **8801711975810**

Address: Flat-F-2, 2/a South Kollayanpur, Dhaka-1207.

Email: **zulkarnayem@yahoo.com**

Linked In: https://bd.linkedin.com/in/zulker-nayem-b3a2136b

**Career Objective:**

I would like to achieve a successful career through devotion, hard work, and commitment in an environment of excellence.

**Professional Background:**

**Financial Associate Manager: Leaf Finance – Japan Tobacco International from April 23rd April 2019 till now.**

Now I am working at **Financial planning and analysis for Leaf Finance** responsible for Product costing, Inventory valuation and Control, Monthly/Quarterly/Half annually and Annually reporting to JTI HQ and JTI SA(Geneva), Working at Financial Planning & Analysis team as an Associate Manager for Leading Product Costing, Material planning & Analysis, inventory management, Green Leaf Processing and Purchasing Co Ordinator from Finance. Member of JTI LEAF Annual budget coordination team. Overall Co Ordinator for Leaf Point & SAP implementation in JTI LEAF in Bangladesh. Team lead for Implemented Leaf Master system for integrated Green Leaf purchase & Processing Management.

**Officer: Accounts and Finance – BEXIMCO Pharmaceuticals Limited from April 24th, 2016 to 21st April 2019.**

I was One of the team leaders for **ERP(ORACLE)** implementation team from finance department. Worked with the **Industrial operation control and Business Planning** section for Costing of all inventory items; Inventory Management; Management Accountant function; Budget preparation and control activities of the company; Costing and Profitability analysis; Business plan for quarterly, semiannually and yearly, VAT management for the company; Working as an active member ERP-Oracle Implementation team for Finance and Costing Module

**Executive: Cargo at Cathay Pacific Airways from 15th February 2015 to 21st April 2016.**

I was responsible for Financial control and analysis for Cargo operation, Budget preparation and controlling process, Cargo Import and Export operation costing, Ensure security and safety for the shipments and the airline, Communication with HQ at Hong Kong and Regional office at Mumbai.

**Educational and Professional Qualifications:**

|  |  |
| --- | --- |
| **2021**| | * Association of Chartered Certified Accountants (ACCA)   Enrolled: 2019   * Papers Completed: **04 out of 13** |
| **2018|** | * **Master of Business Administration (MBA)**   North South University, Dhaka  Major: **Finance** |
| **2014|** | * **Bachelor of Business Administration (BBA)**   North South University, Dhaka  Major in **Finance and Accounting** |
| **2009|** | * **Higher Secondary Certificate (HSC)**   Dhaka City College, Year- 2009  GPA **5.00** on a scale of 5.00 (Business Studies) |
| **2007|** | * **Secondary School Certificate (SSC)**   BSNM Rifles Public School and College, Year- 2007   * CGPA **5.00** on a scale of 5.00 (Business Studies) |

Successfully Completed a Four months Tenor Internship Program at

**United Commercial Bank Limited, Mohammadpur Branch, Dhaka**

I worked as an active intern in the United Commercial Bank Limited. Worked in all department of including General banking, Advance and Foreign trade and did supportive activities for migration of Core Banking System of the Bank.

# Interpersonal and Communication Skills:

* **Leadership:** Possess the ability to manage people and coordinate.
* **Stress Management:** Capable of working under stress and can work for a long period.
* **Hard Working:** Ability to work hard and do not stop without getting a satisfactory result.
* **Communication Skills**: Can communicate fluently in both English, Bengali and Hindi with people in proper manner and make friendly relationship with them

# Computer Skills: Skill Level:

|  |  |
| --- | --- |
| MS Word | Advanced |
| MS PowerPoint | Advanced |
| MS Excel | Advanced |
| MS Access | Moderate |
| SPSS | Moderate |
| SQL Database  Adobe Photoshop  Adobe Illustrator | Moderate  Basic  Basic |

# Extracurricular Activities:

* Doing online business to import products from Abroad through Face book Page and Website.
* Worked as an active Volunteers for many projects in “Community Action”
* Joined and worked as an active member of NSU earth club and Photography club.
* Joined as an active volunteer at the National Event at 26th March for “Lakho Konthe Sonar Bangla” and “Making Historic National Flag” at 16th December.

# Personal Information:

|  |  |
| --- | --- |
| Father ‘s Name | Nazmul Huda |
| Mother’s Name | Mahbuba Akther |
| Nationality | Bangladeshi |
| Blood Group  Religion | O+  Islam |
| Marital Status | Married |
| Spouse Name | Kazi Nabila Akther |
| Present  Address  Permanent Address | Flat-F-2, 2/a South Kollayanpur, Dhaka-1207  Flat-F-2, 2/a South Kollayanpur, Dhaka-1207 |

# References:

**Mr. Md. Fazlul Haque**

BEXIMCO Pharmaceuticals Limited

Manger – Accounts and Finance

19 Dhanmondi R/A, Road:07, Dhaka - 1205

E-mail: [fhq@bpl.net](mailto:fhq@bpl.net)

Ph: 880-258611001-7; Mobile: 880-1711644821

**Mr. Reshadul Hannan**

First Asst. Vice President & Operation Manager

United Commercial Bank Limited

14/21 Asad Avenue, Mohammadpur, Dhaka-1207

E-mail: [mdp@ucbl.com](mailto:mdp@ucbl.com)

Ph: 880-28114661 Mobile: 880-1703996446

# Best Regards,



Zulker Nayem