

MD ANAMUL HABIB

4 Mandarin Rd., Scarborough, Ontario, M1M 1W3
Phone: 647-656-0616; anamulhabibsohel@gmail.com

SUMMARY OF QUALIFICATIONS

- Expertise in data analysis to preparing and implementing plan to get the work in efficient manner along with developing recommendation and implementation manner.
- An organized, accurate and efficient financial services professional and bookkeeper with proven experiences in customer service excellence and file management.
- Theoretical and applied knowledge in Research, Accounting, Financial Accountability, and Mathematics since I have completed the Master of Financial Accountability from York University
- Excellent communication and interpersonal skills as a team player along with processing financial transactions and communicating with customers and coworkers about financial data
- Strong attentive and interactive listeners, and capable of fulfilling customers queries
- Strong skills in scheduling, and proficiency in maintaining day to day transactions
- Clean driving record along with having Ontario full G license
- Excellent in working alone and in a team to meet and exceed the target, and capable of working in a fast-paced working environment

TECHNICAL SKILLS

- Expertise in financial data management and company bookkeeping in QuickBooks software
- Expertise in company business risk analysis and prepare a risk profile
- Practical expertise on SAP, MS Office (MS Word, Excel, MS PowerPoint, and MS Outlook), SPSS, and TurboTax Software

PROFESSIONAL EXPERIENCE

Bookkeeper and Accountant (Voluntary)

2020 – 2021

ACT Finance Inc., Toronto, ON

- Opened new company accounts in QuickBooks software, gave inputs of company bank accounts, vendors, customers, and their activities along with handling their accounts receivables and payables
- Prepared the personal tax filing, submitted them on behalf of the customers, provided them the feedbacks from Canada Revenue Agency
- Prepared the company accounts, reconciled their accounts, including- accounts receivables, payables, cash and electronic transactions, and stored them in a safe place

Sales and Accounting Clerk

2019 – 2020

Cantex Clothing Store, Toronto, ON

- Provided information and disclosed the hidden features of products to the potential customers to convert, at least, fifty percent to be current buyers
- Handled cash and interact machines, maintained and reconciled the daily and monthly sales accounts
- Managed the payroll for all employees, calculated GST/HST for the store, and prepared accounts for filing the company tax.

Teaching Assistant

2017 – 2019

York University, Toronto, ON

- Attended the lecture, and conducted interactive seminar with twenty-five students' cohort
- Evaluated assignments, exam scripts, and term paper to prepare grade sheets
- Provided all administrative support, and arranged Teaching Assistant's meeting for the Professor

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Crew Member

2013 - 2014

Wendy's Restaurant, Toronto, ON

- Cooked the burger patties and prepared the burger for delivering the order on time, increased the efficiency of the restaurant by reducing 20% wastage of patties in each shift
- Took the order and delivered them within the time frame and helped the manager to reconcile the daily sales accounts
- Ensured cleanliness of the restaurant and organized all the utensils after closing shifts for easy start in the next day

EDUCATION

- **Masters in Financial Accountability** 2015
York University, Toronto, ON
- **MBA in Human Resources Management** 2005
University of Dhaka, Bangladesh
- **BBA in Management Studies** 2003
University of Dhaka, Bangladesh

EXTRA CURRICULUM EXPERIENCE

- President (2002-2003) of Badhon (A blood donation group) at Salimullah Muslim Hall, University of Dhaka, Bangladesh
- President (2004-2005) of Management Association at Salimullah Muslim Hall, University of Dhaka
- Member of Debating Society (2000-2004), Department of Management Studies, University of Dhaka
- Worked as a **Volunteer (2007)**, Seminar on "Career Planning & Development", Organized By-School of Business, Southeast University, Bangladesh

REFERENCES

Available upon request