

MD. TAMIM MIA

H- 224, Sher-E-Bangla Road, Dhanmondi, Dhaka

Email: tamim.dcc279@gmail.com

Cell: +8801741405833, +8801533820247



CAREER OBJECTIVE

To work in Accounts Department of different local or multinational company of Bangladesh and grow rapidly with increasing responsibilities.

PERSONAL DETAILS

Date of Birth: 30 October 1994

Nationality: Bangladeshi

Marital Status: Single

EXPERIENCE

Designation: Executive, Accounts & Admin

Reporting to: CEO, Project Manager and Manager.

Time: March 2018 to ongoing.

Location: Software Technology Park, Janata Tower, Kawran Bazar.

Company Description: BlazeTech is the fast growing Tech startup US incorporate digital marketing agency.

Achievement: Confirmed as a Permanent employee within short time.

Work Responsibility Include:

- Record and prepare daily, weekly and monthly Expense report.
- Checking invoices, bills, payment of office maintenance and other related matter.
- Prepare salary sheet and maintain employee leave.
- Ensure proper employee's documentation, movement & communication.
- Responsible for Store management of office accessories, equipment & office beautification.
- Maintain Administrative correspondence with different organization.
- Visit market for major purchase and managed event.
- Maintain effective functionalists of Electricity, Computers, Internet and Water supply.
- Manage Tally ERP 9, ZKTeco Attendance, clickup and slack software.
- Arranged in time employee birthday celebration.
- Other job assigned by the management

Designation: Executive, Accounts and IT

Reporting to: Sales Manager, Business Manager, Territory Officer and Area Manager.

Time: April 2017 to March 2018

Location: House- 9/3, Block- D, Lalmatia, Dhanmondi, Dhaka.

Company Description: The Jamal and Co. (Dhanmondi) is the model distribution house of BATB. The Jamal and Co. is also the distributor of Bkash and Coca cola Bangladesh.

Achievement: 20% Salary increment with confirmation of permanent employee in probation period.

Work Responsibility Include:

- Manage daily reporting through prism software.
- Prepare salary sheet.
- Manage customer and sales representative data in prism.
- Prepare invoice, daily sales report.
- Prepare sales and performance report through MS Excel, Google Sheets.
- Submit daily reporting to Sales Manager, Business Manager, Territory Officer and Area Manager.
- Manage CC TV, Server, Networking, Computer and all IT related issues.
- Other job assigned by the management

EDUCATION

Exam Title	Major	Institute	CGPA	Passing Year
MBA	AIS	Jagannath University	ongoing	ongoing
BBA (Professional)	Finance	National University (Dhaka City College)	3.04 (Out of 4)	2015
HSC	Business Studies	Barachapa Degree College	4.8	2011
SSC	Business Studies	Barachapa High School	3.75	2009

EXTRA CURRICULER ACTIVITIES

- Worked as a Freelancer at Craigslist.org USA from April 2015 to October 2017.
- Lead freelancing team from August 2016 to October 2017.
- Active team member of traveling group.
- Participated in various quiz, group project report and presentations in Dhaka City College.

LANGUAGE AND PROFESSIONAL SKILLS:

Language: Mother tongue- Bengali, Fluent in Bengali and full working knowledge in English.

Soft Skill: can work in team, manage difficult situation, communication, negotiate easily and able to work well under pressure.

Computer Skill: Fluent in MS Excel, Word, Power Point and internet communication.

TRAININGS

- Complete 3 months internship in Accounts Department at Jamuna LP Gas Ltd in 2016.
- Visited BEXIMCO industrial park.
- Complete 3 months computer training in 2009.

REFERENCES

Mr. Sheikh Syed Ahmed Manager BlazeTech Cell: +8801735088838 Email : ahmedzahid47bd@gmail.com	Mr. Farhad Khan Sales Manager The Jamal & Co. Cell: +8801722614161 Email : farhadkhan1984@gmail.com
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