

JULFIKER ALI

Summary

Multi-skilled **IT Executive** with excellent organizational skills and extensive knowledge of administration tasks, office policies and procedures. Strong communication skills in English. Deeply knowledgeable about Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Mail Correspondence & ERP System. Proven record of excellence in office Administration, HR & IT, Purchase & Procurement, Documents Controlling, Generating Expense Reports, Stock Management & Inventory. Able to work under pressure and collaborate with a team.

Education

- **M.A (Kamil, Master's Of Arts)- [2020]**
Islamic Arabic University (IAU), Dhaka, Bangladesh
- **B.A (Fazil, Bachelor of Arts)- [2013]**
Islamic University, Kushtia, Bangladesh
- **H.S.C (Alim, Higher Secondary School)- [2010]**
Basurhat Islamia Fazil Madrasah, Noakhali, Bangladesh
- **S.S.C (Dakhil, Secondary School Certificate)- [2008]**
Noakhali Karamatia Kamil Madrasah, Noakhali, Bangladesh

Work Experience

- **Admin: (February, 2015 - April, 2019)**
Employer: Hanwha Engineering & Construction (Korean)
Job Location: Bismayah New City Project, Baghdad, Iraq.

Job Responsibilities:

- Prepare all payment slip through online system for all expenses.
- Prepare official letters and contract/deed with supplier.
- Prepare scale report to ensure received quantity of raw materials.
- Updating incoming materials as per commercial invoice.
- Maintain internal correspondence, documentation & office records.
- Prepare ID card, Vehicle badge and office supplies request.
- Prepare daily, weekly and monthly summery report via MS Excel.
- Maintain regular time sheet and updating in the system.
- Follow up Managers advice and co-operate with co-workers.

Self-Evaluation

- I am a dedicated employee who understands not only my role and responsibilities, but the larger mission of our business.
- I am a creative thinker who can come up with novel solutions and improve upon conventional ways of doing things.
- I believe in teamwork and cooperation to overcome any obstacle.
- I value respect and transparency between employees and managers.
- I value friendship and building warm relationships within the workplace.
- I strive to be a welcoming and helpful presence to my co-workers.
- I never missed a deadline in the past year and, in fact, often submitted my work early.

Personal Information

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Afifa Computer, Basurhat
Companigonj, Noakhali,
Bangladesh.

Interests

- Traveling
- Reading Books
- Sports
- Internet Browsing

Languages

- English
- Bangla
- Hindi

Skills

- Multi-tasker
- Strong Communication
- IT Support Service