

Abdul Gaffar

Address : Village: Panditpara, P.O: Palash, Thana: Palash,
District: Narsingdi.

Mobile : 01670-065752, 01723-085981

E-mail : abdulgaffar61616@gmail.com



CAREER OBJECTIVE:

To pursue a challenging career in an Organization, where I would be able to utilize my professional as well as academic qualification and skills to build up organizational goodwill and create growth of my career.

EMPLOYMENT HISTORY:

Total Year of Experience: 4.00 Year(s)

1. Asst. Executive- Accounts & Admin (March, 2019 – September, 2020)

SilverShine Stitch & Design Limited.

Company Location: Zirabo, Ashulia, Savar, Dhaka.

Department: Accounts & Administration.

Duties/Responsibilities:

1. Prepare and post monthly journals.
2. Checking & monitoring the entire voucher bill, Maintain manually accounts records & summering financial transaction.
3. Maintain Bank Balance information, petty cash and journal records.
4. Maintaining employee personnel files.
5. Developing employment related records.
6. Perform all activities related to the shipment.
7. Update all financial transaction on daily basis.

2. Senior Officer- Accounts & Admin (January, 2018 – February, 2019)

Miracle Industries Ltd. (A Public Limited Company Joint Venture with BCIC)

Company Location: Giller chala, Gilabari, Sreepur, Gazipur.

Department: Accounts & Administration.

Duties/Responsibilities:

1. Verification of regular transactions, bills and documents before approval and record keeping.
2. Create reconciliation of periodical transactions.
3. Capable to manage & maintain whole accounts of the organization independently.
4. Periodically Salary Sheet & disbursing monthly salary of employees.
5. Prepare vouchers and other reports in support of financial statements.

3. Officer- Marketing (September, 2016 – December, 2017)

The Saado (The Society of Advance, Alternative & Development Opportunity)

Company Location: Sector: 10, Road: 11, House: 25, Uttara, Dhaka

Department: Marketing

Duties/Responsibilities:

1. Organizing sales visits.
2. Demonstrating and presenting products.
3. Negotiating contracts and packages.
4. Aiming to achieve monthly or annual targets.
5. Identify new markets and business opportunities.
6. Record sales and send copies to the sales office.

ACADEMIC QUALIFICATION:

Exam Title	Concentration/Major	Institute	Result	Passing Year
Bachelor in Business Administration (BBA)	Finance & Banking	International University of Business Agriculture and Technology (IUBAT)	CGPA:2.98 out of 4.00	2016
Higher Secondary School Certificate (HSC)	Business Studies	Palash Shilpanchal College	GPA:4.60 out of 5.00	2011
Secondary School Certificate (SSC)	Business Studies	Palash Thana High School	GPA:4.81 out of 5.00	2009

LANGUAGE PROFICIENCY:

Language	Reading	Writing	Speaking
English	High	High	Medium
Bangla	High	High	High

TRAINING SUMMARY:

Training Title	Institution / Department	Location	Year	Duration
EXIM Bank of Bangladesh Ltd.	ATM Card Services System	Garib-E-Newaz Avenue	2016	4 month

COMPUTER SKILLS:

- ✓ **Microsoft Office:** MS Word, MS Excel and MS Power Point. MS Accesses.
- ✓ **Utilities:** Photo Editing, E-mail, Internet Browsing.

SELF- APPRAISAL:

- ✓ Can quickly learn the necessary details of work.
- ✓ Excellent ability to adjust in any academic and practical life situations.
- ✓ Co-operative, innovative & hard working.
- ✓ Organizing and leadership competence.

PERSONAL DETAILS:

Name	:	ABDUL GAFFAR
Father's Name	:	Afzal Hossain
Mother's Name	:	Shafaly Begum
Permanent Address	:	Village: Panditpara, P.O: Palash, Thana: Palash, District: Narsingdi,
Current Address	:	Village: Hatkhupa, Thana: Sonargaon, District: Narayanganj.
Date of Birth	:	10/03/1993
Nationality	:	Bangladeshi
Religion	:	Islam
Marital Status	:	Married
Sex	:	Male

REFERENCE (S):

1. Md. Jahirul Islam
AGM- HR & Admin
Miracle Industries Ltd.
Giller chala, Gila baried, Sreepur, Gazipur
01777-709848

2. Abu Masum Md Mashekun Noor
Managing Director
Silvershine Stitch & Design Ltd.
Zirabo, Ashulia, Savar, Dhaka.
01715-995510



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