

RESUME OF MOHAMMED AHASAN HABIB

Address: 284, Munda Lalbag, P.O-Mazar,
P.S- Uttarkhan, Dhaka-1230
Office Phone: 02-9291936
Mobile: 01671002000
e-mail: ahasan.2009@gmail.com



Career Objective:

Suitable job position where nice working environment, decision-making opportunities qualities and good career be assured. Also willing to work in an environment where there is an opportunity for self-assessment and improvement in both individual and jobs that faces critical challenges.

Educational Background:

MASTERS OF BUSINESS ADMINISTRATION (MBA)

Institute Name : Sonargaon University
Field : **Finance**
Department : Business Administration
CGPA : 3.42 out of 4.00
Result : 2015.

BACHELOR OF COMMERCE (B.COM)

Institute Name : Burichang Ershad Degree College
Group : Commerce
Result : 3rd class
Year : 2003
University : National University

HIGHER SECONDARY CERTIFICATE (H.S.C)

Institute Name : Burichang Ershad Degree College
Group : Commerce
Result : 2nd division
Year : 2000
Board : Comilla Board

DHAKIL

Institute Name : Ballavpur Islamia Senior Madrasah
Group : General
Result : 1st division
Year : 1998
Board : Madrasah Board

My Philosophy

I keep my faith on Allah, my parent and me. These three give me good confidence for steeping in forward, I am always confident my work.

Specialization Synopsis

- Confident enough to manage any project with leadership and minimum supervision.
- Have skill in motivation and counseling.
- Able to work comfortably in a term.
- Have effective Communication and good public relation either in person or over phone.

Professional Experience:

- Working as **Sr. Accounts Officer** of **NORP KNIT IND. LTD (Multinational)** from 8th July 2011 to till now.
Location: North Khaikoir, P.O – National University, District – Gazipur-1704.
Department: Accounts
Duties/Responsibilities:
 - 1) Checking BTB L/C and other relevant documents & all the purchase bills and vouchers.
 - 2) Yearly Physical Verification (Inventory).
 - 3) Ensure accounting accuracy in all transactions entered into the system and posted before month-end.
 - 4) Monthly order closing report check, daily production report and others production related issue.
 - 5) Sometimes assigned with some purchase related issues and other works assigned by the management.

- Worked as **Office Executive** of **North Bengal Cycle Industries Ltd** from 01st June 2010 to 07th July 2011.
Duties/Responsibilities:
Maintain manual cash book, Tally, prepare all kind of bill for Apartments, Cycle Industries and Consultancy Firm & other works assigned by the management.
Location: Banani, Dhaka.

- Worked as **IT & Customer Care Executive** (February 01, 2007 - May 31, 2010) Allied Enterprise (**Warid Telecom International Ltd.**)
Location: Ganakbari, DEPZ, Ashulia, Savar, Dhaka.
Department: Customer Service
Duties/Responsibilities:
Reporting, TABS training provide,
Customer dealings, RF Tracker,
Sim Change and other works assigned by the management.

Training Experience:

Training Title	Topic	Institute	Country	Location	Year	Duration
Customer Care Executive	CS Resource Development Department	Warid Telecom International Ltd. Now Airtel Bangladesh	Bangladesh	Asa Tower, Samoly, Dhaka.	2007	3 days

- I was joined the Training (SAP) at **Norp Knit Industries Ltd** 2011 in Gazipur (3 months).

Computer Skills:

- M.S Word, M.S Excel, Power Point, Outlook & Internet.
- SAP (**S**ystems **A**pplications and **P**roducts in Data Processing)
- Tally ERP 9
- TABS Program (CS Resource Development Department)

Language Skills:


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

Personal Information:

Name : **Mohammed Ahasan Habib**
Father's name : Late Md. Monirul Islam
Mother's name : Mrs. Sufia Begum
Permanent address : Village+P.O - Gunighar, P.S- Debidwar, Dist- Comilla.
Mailing address : 284, Munda Lalbag, P.O - Mazar,
P.S - Uttarkhan, Dhaka-1230.
Date of birth : 02-06-1983
Religion : Islam (Sunni)
Marital status : Married
Nationality : Bangladeshi
National Id No. : 19832619676120850
Blood Group : O+
Mobile no. : 01671002000, 01511152000
Email address : ahasan.2009@gmail.com

Reference

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: FAZLE R.M. HASAN, FCA	Md. Abdullah
Organization	: Nurul Faruk Hasan & Co. (Nufhas)	Power Vision Limited
Designation	: Chartered Accountants	Director Finance & Accounts
Address	: JHK Windcel, Eastern Block, Level- 4, KA- 90 Pragoti Saroni (Bishwa Road), Dhaka -1229	House # 45, Road# 13, Sector No. 4, Uttara, Dhaka-1230
Phone (Off.)	: +88-02-841 29 89, 841 09 56	+88 02 7913997
Mobile	:	+8801841064627
E-Mail	: allied@bangla.net	
Relation	: Professional	Professional


(Mohammed Ahasan Habib)
Signature and date