



## SHIRJIL AHMED KHAN CHOWDHURY



12 November 1997



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LIVE:.CID.9C470B19CC09A7F8

### OBJECTIVE

I am seeking to work in an organization where I aspire to add value to the organization in achieving the company goals and consequently grow as an individual.

### REFERENCES

MOHAMMED MAHBUBUR RAHMAN PATWARI  
MANAGING DIRECTOR  
SONALI AANSH INDUSTRIES LIMITED  
18 RAJUK AVENUE, 1ST FLOOR, LAL BHABAN  
MOTIJHEEL DHAKA-1000, BANGLADESH  
MOBILE +8801711536721  
E-MAIL: INFO@SONALIAANSH.COM

H. M ASIF IMTIAZ ALAM  
AREA SALES MANAGER PEPSI  
TRANSCOM BEVERAGES LIMITED  
GULSHAN TOWER (10TH FLOOR)  
ROAD-53, GULSHAN NORTH C/A DHAKA-1212  
MOBILE: 01844654019  
EMAIL: ASIF.IMTIAZ@TBL.TRANSCOMBD.COM



### EXPERIENCE

2020

#### FINANCE & ACCOUNTS - INTERN

**SONALI AANSH INDUSTRIES LIMITED | Oct 2020 - Jan 2021**

Preparing Annual Report on Excel, Recording transactions in the Tally 9 ERP Software and Local ERP software, Recording transaction on Cash Book

2016

#### ASSISTANT TO THE SENIOR ADMINISTRATOR

**SOUTH BREEZE SCHOOL| September 2015 - February 2016**

Undertaking routine telephone duties, noting appointments and other reception duties. Enrolling students, using computer-based programs/systems to design type and print school publication and question papers. Invigilation of O-Level mocks



### EDUCATION

2021

#### Bachelors in Business Administration| North South University

September 2016-January 2021

Major: Finance | CGPA: 3.38

2016

#### International Advanced Levels | British Council

2015 - 2016

Subjects: Accounting, Mathematics | GPA: 4.5

2014

#### Ordinary Levels | British Council

2014

Subjects: Accounting, Economics, Mathematics B, Pure Mathematics, Bangla, English | GPA: 4.67



### SKILLS

**Tally ERP Software** Recording Transactions

**Microsoft Excel:** Financial Modeling, Preparing Vlookup, Pivot Tables, Conditional Formatting, If Condition, Goal Seek etc.

**Microsoft Word:** Reports, Charts, Tables

**Microsoft Powerpoint:** Preparing Presentation Slides



### TRAINING & CERTIFICATIONS

#### Certificate of Microsoft Excel Training (EXCEL BOOTCAMP)

Microsoft Excel training program organized by the Career and Placement Center at North South University.

#### Certificate of Skills for Life ULAB (2016) -

Participated in a one-month training program on the basic skills of life organized by ULAB.