

Ammer Yaser

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Career Summary:

- Working as Management Trainee (Accounts) at Everbright International logistics Company & have 2 years' experience in accounts & finance, Accounts Checking, Banking Communication, Stakeholder Management, & Strategic Business Planning, Positioning & Development area.
- A result-oriented professional, driven by the desire to excel business by utilizing new concepts, along with expertise in business planning, positioning & channel development
- Established track record of managing diversified teams & products by building rapport with stakeholders with interpersonal skill which increase revenues, market share & profitability.
- Demonstrated Confirmed expertise in surpassing goals, attaining corporate objectives, involved with several extra-curricular activities that engaged more people & increased the ability to manage them.
- Skilled for HR & Admin related job due to having experience in recruitment, selection, attendance & leave management, performance management & reporting & documentation related issues.

Objective: To Work as HR & Admin professional & assure functional excellence for sustainable growth.

Proficiencies:

- Recruitment & Selection
- Event Management
- People Management
- Performance Management System
- Interpersonal Skill
- Emotional Intelligence
- Administrative support
- Complain Management
- Customer Service
- Reporting & Documentation

Date of Birth: 20th September, 1994

Working Experience:

1. **Organization Name:** Everbright International Logistics Company

Website: www.everbright-bd.com

Designation 1: Management Trainee (Accounts)

Duration: From Feb'19 to till now

Job Responsibility:

- Completing all assigned tasks and assisting with day-to-day operations.
- Updating Consignee statement & foreign agent payment by communicating with people.
- Understanding the business operation & involvement of people in different function.
- Following all company regulations, and health and safety codes & preparing documents & records.
- Analyzing profit/loss issues, assisting in performance evaluation process.
- Participating in meetings, workshops, and other learning opportunities.
- Observing and learning from experienced staff members.
- Checking the bills & clearing them to the staffs on time as per company policy.
- Gaining knowledge of company policies, protocols, and processes.
- Taking detailed notes and liaising with Managers, Supervisors, and other senior staff.
- Learning about conflict resolution and sitting in on disciplinary hearings.
- Traveling to different offices and participating in daily operations as required.
- Assisting in recruitment & selection process through CV collection, CV sorting & interview calling.
- Monitoring the attendance & leave issues & also supporting in payroll management issues.
- Generating & submitting different reports & presentation for company.

Academic Qualification:

- BBA in Accounting from University of Liberal Arts Bangladesh in 2018 (3.15 out of 4.00)
- HSC in Business Studies from Dhaka City College in 2013 (4.63 out of 5.00)
- SSC in Business Studies from Government Laboratory High School in 2011 (5.00 out of 5.00)

**Part Time Working Experience:**

2. **Organization Name:** University of Liberal Arts Bangladesh (**Website:** ulab.edu.bd)

Designation 1: Peer Mentor

Duration: From May'17 to Apr'18

Job Responsibility:

- Serve as an energetic & enthusiastic volunteer to help the junior students.
- Develop and maintain relationships with and provide assistance and support for students
- Serve as a resource for students & help facilitate and encourage the students



3. **Organization Name:** Uttara Bank Limited

Website: www.uttarabank-bd.com

Designation 1: Intern

Duration: Three months

Job Responsibility:

- Perform clerical duties, take memos, maintain files, and organize documents; photocopy, fax, etc.
- Assist in preparing information and research materials; create and maintain PowerPoint presentations
- Take notes and memos during meetings; type documents, drafts, and reports; sort and manage files
- Manage databases and input information, data, and records & assisting customers with information.
- Attend company functions and networking events & generating & submitting reports.

4. **Organization Name:** Shandeepon Day Care Center, NGO

Designation 1: Counseling Coordinator, Teacher

Duration: From Mar'15 to till now

Job Responsibility:

- Communicating with the teachers & improving their teaching methodologies

5. **Organization Name:** EMK Center

Website: www.emkcenter.org

Designation 1: Patrons Service & Operation

Duration: From Aug'17 to Dec'17

Job Responsibility:

- Communicating with stakeholders, greetings them, understating their need, serving them accordingly



Award: Achieved the Best students' performance 2011 Award – by 'Daily Ittefaq' & Cambrian College'

Training:

- Training on 'Peer Mentorship' by Asif Uddin Ahmed, Assistant Professor- School of Business, (ULAB)
- Participated in 'Quantitative research activities' organized by ULAB Center for Enterprise & Society
- Workshop on "Leadership Exploration & Development – LEAD", Aspire Consultancy
- Workshop on "Role of Leadership to Achieves SDGs by BYLC"

Co-Curricular Activities:

- Volunteered in "Orientation Spring and Sumer 2017", organized by ULAB Student Affairs Office.
- Member, 'ULAB Business Club' & 'ULAB Sustainable Development Club

Soft Skill: Teamwork, convincing, inspiring, influencing, negotiation, leadership skill.

Computer Skill: Sound in Microsoft office

Language: Fluent in Bangla and English

References: (1) Professor Milan K. Bhattacharjee, Phd
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