



Amirul Hasan Khan

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Objective

To work in a globally standardized organization with a challenging and dynamic work environment where job satisfaction and career building could be achieved through hard work and effort, thus contribute towards self-improvisation, self-satisfaction as well as to the social learning curve

Experience

IDLIC Finance Limited – Intern

February 2016 – May 2016

Worked as an intern during the mentioned timeframe above under Department of Statutory Reporting and Corporate Affairs. Key duties performed during internship are —

- » Annual Report Checking
- » Maintained scheduling of VAT & Tax Invoices
- » Scanning of meeting minutes
- » Data entry for VAT & Tax Invoices
- » Summarizing general ledgers
- » Composing various contents
- » Keeping in tabs of different invoice data from other departments

Education

Course	Institute	Score	Year
Bachelor of Business Administration (B.B.A)	Dhaka City College Major in Finance	2.86 (Out of 4.00)	2014
Higher Secondary Certificate (H.S.C)	Dhaka City College Studied in Commerce	4.20 (Out of 5.00)	2009
Secondary School Certificate (S.S.C)	Dhanmondi Govt. Boys High School Studied in Commerce	4.81 (Out of 5.00)	2007

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Computer Skills

- » Operating Systems - Windows
- » Profound knowledge in - Microsoft Office (Word, Excel, Powerpoint)
- » Internet browsing and communication via email

Personal Skills

- » Self-motivated individual with strong drive to achieve targets
- » Innovative and always eager to analyze plan
- » Quick learner and ability to work under pressure independently or in a team
- » Ability to maintain schedules and commitment
- » Strong communication and interpersonal skills
- » Ability to adjust with any kind of working environment
- » Capability of leading a group

Personal Information

Mother's Name	Ashrafun Nesa
Father's Name	Md. Shahjahan Khan
Present & Permanent Address	House 27, Road 4, Senpara Parbata, Mirpur 10, Dhaka 1216
Religion	Islam
Date of Birth	October 27, 1990
Nationality	Bangladeshi

References

Amirus Salat

Associate Professor

Department of Accounting & Information System

University of Dhaka

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Shahriar Anam

Assistant Manager

Department of Finance

IDLC Finance Limited (Head Office)

Contact: + 8801730374555

Declaration

It is to declare that the statement given here is true. I will be responsible for any type of full or partial false information.

Signature:

A.H. KHAN