



## Resume of Amran Khan



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House-138/5, Jamtola, East Rampura, Dhaka-1219

### Core Competencies

**Honesty**  
.....

**Fast Learner**  
.....

**Creative**  
.....

**Adaptable**  
.....

**Working Under Pressure**  
.....

**Team Player**  
.....

### Hobbies

**Travelling**  
.....

**Music**  
.....

**Exploring Culture**  
.....

### Social



<http://linkedin.com/in/tariq-khan-a66228145>

### Career Objectives

.To work in the sector related to of any multinational or local company in BD. I am confident To be stable during crisis management situation as well. And grow rapidly with the increasing responsibilities.

### Career Summary

A fresher with experience in working in the field of marketing in a financial institution, maintaining good customer relation . Having an MBA & a Bachelor degree in human resource management will be an advantage to build up my career in this sector.

### Previous Workplace



Designation: Billing Executive  
Organization: Peoples Hospital Ltd.  
Period: May, 2016 to continue

### Key Responsibilities



- ❖ Billing specialists look at information gathered by the company such as bill of sale receipts.
- ❖ Financial records and calculate what changes are due.
- ❖ I deals with accounts payable for a company ,overseeing all invoicing of customer and clients .
- ❖ Billing clerk position is accountable for creating invoices and credit memos, issuing them to customer by all necessary means.
- ❖ Regular total income & expanse regular update provide accounts department.
- ❖ Submitting regular invoice bill is commercial document issued by a seller to a buyer, relating to sale transaction and indicating the product

## Educational Background



### Masters in Business Administration

Daffodil International University (DIU)

Major: HRM

CGPA: Still study

Passing year:

### Bachelor in Business Administration

Daffodil International University (DIU)

Major: HRM

CGPA: 2.92

Passing year: April, 2017

### Higher Secondary Certificate (HSC)

Baburhat School & College

Subject: Business Studies

GPA: 3.20

Passing year: 2011

### Secondary School Certificate

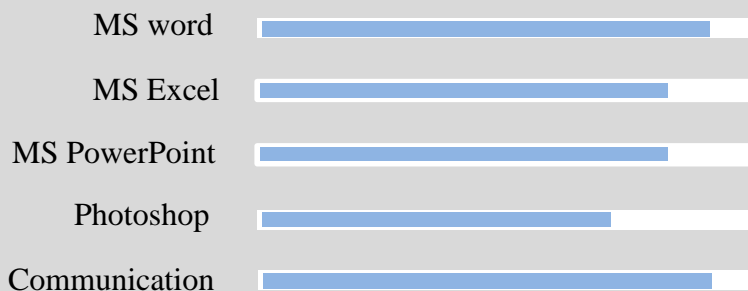
Dashadi High School

Subject: Business Studies

GPA: 3.69

Passing year: 2009

## Skills & Expertise:



## Reference



Name: Dr. Mustafa Kamal

Position: Academic Director, Permanent Campus

Address: Daffodil International University, Ashulia, Savar

Phone: 01713493145

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Name: Md. Sultan Mahmud

Training Manager

Northern Areas Reduction of Poverty Initiative ( NARI) Project.

Karnaphully Export Processing Zones (KEPZ)

Dormitory Training Centre, Ukhia Teknaf.

Phone: 01712513214

## Certification

I, the undersigned, certify that, to the best of my knowledge and belief, this Bio-data correctly describes my qualifications and me. I understand that any willful misstatement described here in may lead to my disqualification or dismissal, if employed.