



MOHAMMAD HASAN IQBAL

TECHNICAL SKILLS

Financial Skills - 90%



Analytical Skills -90%



Organizational Skills - 90%



Tally Software- 80%



Information Technology Skills- 45%



Communication- 90%



Leadership - 75%



Time management- 60%



General business knowledge-40%



Customer service orientation-70%



Adaptability-60%



Problem-solving-70%



CONTACT

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Email

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ADDRESS

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Mirpur DOHS road, Dhaka
cantonment, Dhaka

CAREER OBJECTIVE

My objective is to build up a career, which is not merely a means of living but rather a means for making life meaningful and satisfying. I want to secure a long-term executive position demanding hard work, innovativeness, situational leadership and offering opportunities to learn and grow up with the organization.

I believe that my academic degree will provide me necessary knowledge to address challenging situations at my work place and in the process it will also help me to pursue a successful career.

PROFILE

An energetic; ambitious; enthusiastic; tenacious and results oriented individual with 'continuous improvement' approach, coupled with a wealth of knowledge in business and financial area. I am seeking to utilize and expand my skills set in Strategic Planning, Controlling, Analysis and Reporting for a vibrant and exciting company in Bangladesh. I am a highly motivated versatile team player and I can engage innovatively in problem solving and receptive to change.

EDUCATIONAL QUALIFICATIONS

2017-2018	Master of Business Administration (MBA) Bangladesh University of Professionals.(BUP) CGPA: 3.32 (Based on 4.00 Point Scale)
2013-2017	Bachelor of Business Administration (BBA) American international university of Bangladesh. (AIUB) Major: Accounting and finance. CGPA: 3.48 (Based on 4.00 Point Scale)
2008-2010	Higher Secondary School Certificate (HSC) Group: Business Studies, Chittagong cantonment public college CGPA: 4.70 (Based on 5.00 Point Scale)
1999-2008	Secondary School Certificate (SSC) Group: Business Studies, Chittagong cantonment public college CGPA: 4.75 (Based on 5.00 Point Scale)

EXPERIENCE

Mar 2018 - present	Officer (Finance & Accounts Dept.) Guardian life insurance limited Gulshan 1, Police plaza, Dhaka, Bangladesh
Jan 2017 - Feb 2018	Executive officer JRC power teach, Accounts Dept. Mohammadpur, Dhaka, Bangladesh

RESPONSIBILITY

- Maintain accounts payable log and input data as it is received to keep up-to-date records of incoming payment.
- Contact and interact with clients who have failed to make payments, providing reminders and maintaining client relationship.
- Answer client inquiries and dispense advanced information about financing options accurately and quickly
- Manage payroll, keeping track of employee hours, overtime, and pay rates, entering.

PROFESSIONAL SKILLS

User Exprience -80%



Communication-90%



Team Work-90%



Negotiation & Persuasion- 80%



Problem Solving- 90%



Leadership- 70%



Ability to work under pressure- 80%



Analytical Skill- 70%



Management Skill- 80%



Punctuality- 90%



Dedication- 100%



- Information into spreadsheets, and creating reports for management.
- Organize paychecks and distribute them via the delivery method employees have chosen.
- Improved profit by 5 percent by catching errors, following up on missed payments, and fixing typographical mistakes.
- Prepare cheque books and delivery the vendors.
- Making BFTN,EFT,FT and Sending The Clients
- Maintain Provident Fund Account of Existing Employees.
- Payment of Different Vendors.

SKILLS AND ABILITIES

Employability skills:

- Being punctual & polite
- Being disciplined
- Gaining confidence through my work

Communication Skills:

- Fluent in English & Bengali both in verbal and written
- Proficient in multimedia presentation

Computer Skills:

- Proficiency includes good knowledge on MS office (MS word, MS excel, Power point, MS access)
- Can perform all the windows operating system based operations

PERSONAL DETAILS

Name	: Mohammad Hasan iqbal
Father's Name	: Amir Hamza
Mother's Name	: Shanaz pirvin
Present Address	: 557/6 south manikdi, ECB chottor, Mirpur DOHS road, Dhaka cantonment, Dhaka
Permanent Address	: Akua (Moddopara), Mymensingh Sador-2200,Mymensingh
Date of birth	: 18-12-1992
Nationality	: Bangladeshi (nid 5529622408)
District	: Mymensingh.

REFERENCE

Ahmed Istiaque Mahmud (Guardian life insurance
Executive Vice president & Head of banc assurance
Email: Istiaque.mahmud@gmail.com
mob:01847131188 ,01713003435

Hadi sa Chowdhury(Beximco)
General Manager Head of Retail Operations
Email: hadi@bexintex.com
mob:01711530566

DECLARATION

I, the under signed declare to the best of my belief that, this CV correctly describes my qualification, experience and myself. I understand that willful misstatement described here may lead to my disqualification or dismissal if proved.

your sincerely
Mohmmad hasan Iqbal