

MD. TANVER AHMED.

Address: 112/A ulon road., Rampura, Dhaka

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Career Objective:

Career and experience building in this world of work.

Special Qualification:

- # Outstanding performance of Intellect Brokerage Pro software.
- # Operation and administrative performances.
- # Excellent skill in trading.
- # MS Office professional user.

Employment History:

Total Year of Experience : 5.0 Year(s)

1. Executive Trading. (February 1, 2020 -continuing)

Howlader Securities Ltd.

Company Location : Kuril.

Department: Trading

Duties/Responsibilities:

- Cash & stock processing for smooth operation of trading.
- Buy/Sale order placement in both DSE & CSE.
- Client handling & provide necessary service.
- CDBL Pay in & Pay out posting.
- DP file import also Price file & Trade file upload in X-Broker Software.
- Generate & send client portfolio after daily trading.
- Maintain broker & dealer account separately.

2 Inventory & cash management officer. (Sep, 2016 - Nov, 2019)

ACI logistics Ltd.

Company Location: Tejgaon.

Department: Finance & Inventory management.

Duties/Responsibilities:

- Cash & Bank reconciliation.
- Petty cash handling.
- Demand/Purchase Order issue & Ensure Proper Goods Receipt Note.
- LIFO & FIFO Maintain.
- Cycle counting, Stock gap & Wastage control.
- Regular POS Audit.

Academic Qualification:

Exam Title	Concentration / Major	Institute	Result	Pas.Year
Bachelor of Business Administration (BBA)	Human Resource Management.	Ahsanullah University of Science and Technology	CGPA:2.71 out of 4	2014
HSC	Business studies.	Ideal commerce college.	CGPA:4.4 out of 5	2008
SSC	Business Studies	A. K. High School And College	CGPA:3.75 out of 5	2006

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Leadership, Microsoft Excel, Customer Satisfaction, Time Management.	Leadership, Microsoft Excel, Customer Satisfaction, Time Management.	ACI Centre	Bangladesh	Dhaka	2014-2016	1 day each.

Career and Application Information:

Preferred Job Category : Customer Service, Admin, Org. Development
Looking For : Permanent Job
Available For : Full Time
Preferred District : Dhaka.
Preferred Organization Types : Group of Companies, Chain shop.

Specialization:

Fields of Specialization
<ul style="list-style-type: none">• Customer Service• Sales• IT Skill• Inventory & Audit.

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High

Personal Details :

Father's Name : MD. Harun - Or - Rashid.
Father's Occupation : Businessman.
Mother's Name : Sahana Akter
Mother's Occupation : Housewife.
Date of Birth : December 10, 1991
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
National Id No. : 3752496996
Religion : Islam
Permanent Address : 112/A Ulon road., Rampura, Dhaka
Current Location : Dhaka

Hobbies/Extra curriculam activities:

- ☐ Traveling.
☐ Bike riding.
☐ Silver Team member of QUANTUM blood donation program.

Declaration:

I declare that above facts are true to the best of my knowledge and belief. I will provide all the necessary documents on your demand.

Yours Faithfully,

Md. Tanver Ahmed

