

CURRICULUM VITAE

Of

ASIF AHMAD

Address: Area: Shuihari, Post: Kalitola, Thana: Kotoali, Upozilla: Sadar , District: Dinajpur

Mobile No : 01719511673

e-mail : asifahmadb786@gmail.com



Career Objective:

To get a good position with a well-known organization with a stable environment that will enable the use of my strong educational qualification, Microsoft expertise, and ability to work well with people

Career Summary:

I started my career in a company named j26. I worked here as an executive under Admin dept. from 2/2/2013 to 30/6/2015. Currently i am working in Amara holdings limited as an executive of Admin & protocol department.

Special Qualification:

I can fluently speak in English as well as I have a strong knowledge in Microsoft office

Employment History:

Total Year of Experience : 3.7 Year(s)

1. Executive (August 9, 2016 - Continuing)

Aamra Holdings Limited

Company Location: Safura Tower (9th Floor), 20 Kemal Ataturk Avenue, Banani C/ADhaka-1213, Bangladesh

Department: Admin & Protocol

Duties/Responsibilities:

1. Looking all Admin related works.
2. Maintaining Vehicle Documents Updated (Tax Token, Fitness, and Insurance) & Vehicle maintenance.
3. Maintain strong liaison & coordination with govt. Officials like Home Ministry, Foreign Ministry, Fire Service & Civil defense, Environment Ministry. Etc.
4. Maintain strong coordination within Amara various dept. especially HROD, Procurement department, Accounts dept.
5. Prepare papers of staff recruitment, staff transfer proposal, staff separation and send it to Human Resource division.
6. Preparing ID card & Business card for newly joined employees.
7. Giving support to arrange events, meetings of management.
8. Maintaining records of Office Supplies & Stationary.
9. Ensure administrative support for the management such as communication, appointment, traveling, transportation, visa & ticketing processing etc.
10. Giving protocol to MD & Chairman in the airport
11. Purchase Different Goods for Office.
12. Maintaining Employee Management System Software.
13. Keeping Records of Daily employee activities.
14. Attending different people & queries.
15. Looking proper security of whole group.
16. Fixing up of employees various Problems.
17. Verifying different types of bill.
18. Monitoring office assistant to keep office neat & clean.

19. Monitoring office working environment. Etc.
20. Collecting Price quotation from vendor for various purchase for office.

2. Executive (February 2, 2013 - June 30, 2015)

J26

Company Location : Basundhara city, Pantho path, Dhaka

Department: Administration

Duties/Responsibilities:

1. Handling Official papers,
2. Record sales information,
3. Keep record of daily transaction .Etc

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MSS	Economics	Dhaka College , Dhaka	Appeared	2015	1
Master's Program	Information & Communication Technology	Dhaka College, Dhaka	Appeared	2015	1
BSS	Economics	Dhaka College , Dhaka	CGPA:3.17 out of 4	2013	4
HSC	Science	Dinajpur Govt. College	CGPA:4 out of 5	2009	-
SSC	Science	Dinajpur Zilla School	CGPA:4.88 out of 5	2007	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
office management course	Ms Word, Ms Excel, Ms Power point	Bangladesh Computer Education	Bangladesh	Dinajpur	2009	6 month

Personal Details :

Father's Name : Md Bazlur Rahman
 Mother's Name : Salateara Binta Monsur
 Date of Birth : November 2, 1992
 Gender : Male
 Marital Status : Single
 Nationality : Bangladeshi
 National Id No. : 19922726404000073
 Religion : Islam
 Permanent Address : Area : Shuihari , Post : Kalitola, Thana : Kotoali, Upozilla : Sadar , District : Dinajpur
 Current Location : Dhaka

REFERENCES:

1. Parvin Sultana Haider

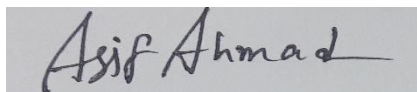
Associate Professor
Department of Economics
Dhaka College, Dhaka.
Cell: 01916-266024

2. Rab Haider

Sr. Manager
Kc Yarn Dyeing Ltd.
B B Road, Balur Math, Narayanganj
Cell: 01712-210140

Certification:

I, the undersigned, certify that all the above-mentioned information is true to the best of my knowledge and belief.



ASIF AHMAD