**Resume of Emtiaz Ahmed**

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**Emtiaz Ahmed Emu**

6 no. P.P Lane,

Tanti bazar,

Dhaka-1100.

Phone: 01676834086

E-mail: [emtiazahmed1212@gmail.com](mailto:emtiazahmed1212@gmail.com)

**Career Objective**

To strive for excellence, to work in such an environment that will enhance my knowledge and career where I can perform my skills according to my caliber and efficiency.

**Working Experience**

1. HR Executive at Ziska Pharmaceuticals Ltd. from Dec-2019 to present.

**Duties & Responsibilities:**

* Employee enrollment & Information updating
* Payroll management
* Compensation and Benefits

1. Accounts Executive at **Juvenile Trade International** from June-2018 to April-2019.

**Duties & Responsibilities:**

* To follow up the everyday accounts activity including sales & purchase, receiving & payments, inventory, product costing, banking.
* To look after the LC matters and follow up with the bank & foreign suppliers.
* Data entry and accounts & inventory management through the Troyee Software.

1. Internship as Internal Audit Assistant and Worked as junior officer in General Banking in **Social Islami Bank Ltd.** from September-2017 to April-2018.

**Duties &Responsibilities:**

* Opening bank account.
* FDR and Ancillary services section.
* Making the deals with clients.
* Local remittance section.
* Collection and clearing.

**Other Activities**

Worked as a team leader on research and development unit, in Accord Tech Solution.

* Research the objects, train, distributes and handle team the members.
* As Acting Supervisor; updates agent’s duty adjustment.
* Work for training team
* Work for specialist team
* Train to new joiner (On the Job)

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| **Academic Records** | | | |
| **Program** | **Institute** | **Major/ Subject** | **CGPA/GPA** |
| MBA(Continuing) | Jagannath University | Finance | 3.13 |
| BBA- 2017 | East West University | Accounting and Finance | 2.50 |
| HSC- 2012 | Dhaka Board | Business Studies | 4.40 |
| SSC- 2010 | Dhaka Board | Business Studies | 4.81 |

**Summary of Skills**

**Language Communication**

* Bengali- Mother tongue
* English- Well versed in both written and spoken English

Computer Literacy

* **Operating System:** Window 10
* **Office Package:** MS Word, MS Excel, MS PowerPoint, Prezi
* **Internet:** Internet Browsing, mailing.
* **Graphics:** Adobe Photoshop, Lightroom.

**Personal Details**

Father's Name : Nuruddin Ahmed

Mother's Name : Rashida Begum

Date of Birth : 3rd January,1993

Gender : Male

Marital Status : Unmarried

Nationality : Bangladeshi by birth

Religion : Islam

Permanent Address : 6 no. P.P Lane, Tanti bazaar, Dhaka-1100.

**Reference (s)**

**Reference: 01**

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| --- | --- |
| NAME | : Md. Masfhiq Ahmed |
| Organization | : Mirpur Ceramics, Khadim Ceramics. |
| Designation | : AGM (Mechanical Engineering) |
| Contact | : +8801711282798 |
| Email | : [Masfhiq@mcwlbd.com](mailto:Masfhiq@mcwlbd.com) |

**Reference: 02**

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| --- | --- |
| NAME | : Netai Kumar Shaha |
| Organization | : East West University |
| Designation | : Senior Lecturer, Department of Business Administration |
| Contact | : +8801719485354 |
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**Emtiaz Ahmed Emu**