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| **Masum Alam** | | | |
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| **Cell**: +8801749515654 | | | |
| **E-mail**: [masum093@gmail.com](mailto:masum093@gmail.com) | | | |
| **Postal Address**  **Permanent Address** | **:**  **:** | House No #29, Road No #04.Block-D, Mirpur-01, Dhaka-1216  Vill : West Dighali , Post: Dighali Bazar , P.S : Lakshmipur, Dist: Lakshmipur | |

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| **Objective** | **:** | I want to pursue a long term career, taking challenges & commitment to achieve  Result by Working in reputed organization |

**Employment History:**

**Executive Accounts ( April 4, 2017 - Continuing)**

**Versatile Attire Ltd.**   
Company Location: Morudeep, H # 15/B, R # 27 (Old), Dhanmondi, Dhaka-1209.   
Department: Accounts   
**Duties/Responsibilities:**   
Maintain Pay Roll Management, Petty Cash Management.   
Develop and Maintain Financial Data Base, Complete General Ledger Operation.  
Verifying, Allocating, Posting and Reconciling Accounts Payable and Receivable.  
Ensure accurate and timely monthly quarterly and yearly end close process

**Cashier ( March 1, 2014 - June 1, 2016)**

**Gemcon Group (Meena Bazar)**   
Company Location: House-44, Road-27(old), Rd No.16, Dhaka 1209, Bangladesh   
Department: Accounts   
**Duties/Responsibilities:**   
Cash handling, Bank Deposit Daily Sales Amount, Cash party payment from out-let, Bank Reconciliation, Petty Cash maintain

**Trainee (MIS) ( October 15, 2012 - November 30, 2013)**

**GQ Ball Pen Industries Ltd.**   
Company Location: G.Q. Building, 33/1/2, Tajudding Ahmed Swarani Bara Moghbazar, Dhaka-1219, Bangladesh.  
Department: MIS 

**Duties/Responsibilities:**   
Data Entry English & Bangla, Prepare the Work -in process (WIP), Good Received Note (GRN), & Finish Good Voucher, Etc.

**MR (Medical Representative) May 31, 2012 - September 30, 2012**

**Chemist Laboratories Ltd.**   
Company Location: 19/2. Eskaton Garden, Dhaka -1000, Bangladesh.   
Department: Marketing   
**Duties/Responsibilities:**   
Doctor Visits many Hospital, Order Received & Product Delivery With SR. Collect money due amount.

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| ***Academic***  ***Qualification*** |  | **Bachelor of Business Administration (BBA)**  CGPA: 3.58 out of 4  Dept. of Accounting & Information Systems  Fareast International University (2016) |
|  |  | **Higher Secondary Certificate (HSC)**  GPA: 4.70 out of 5  Business Studies  Dhaka Commerce College (2010) |
|  |  | **Secondary School Certificate (SSC)**  GPA: 4.81 out of 5  Business Studies  Dighali High School (2008) |

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| **Personal**  **Skills** | * High levels of integrity * Highly organized proactive Hardworking * Ability to interact with all levels of staffs |
| **Computer**  **Skills** | * Software application * proficient user of MS word, * MS Excel, power point & * internet programs |
| **Interest** | Watching Movies, listing Music, traveling, Solving quizzes |

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| **Personal**  **Details** | **Date of Birth** | : | 31 Dec 1992 |
|  | **Nick** | : | Raju |
|  | **Height** |  | 5.4” |
|  | **Blood Group** | : | B+ |
|  | **Nationality** | : | Bangladeshi |
|  | **Religion** | : | Islam (Sunni) |
|  | **Father** | : | Ruhul Amin |
|  | **Mother** | : | Chemona Begum |

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| **References** | 1. | **Khandker Mahbub Hossain**  Senior Advocate  Supreme Court of Bangladesh  &  Chairman  Bangladesh national Society for the Blind  Mirpur-1, Dhaka  Mob:+8801711522540  E-mail: khanlawer@gmail.com |
|  | 2. | **Mohammad Ibrahim Khalil**  Electrical Safety Engineer  Stitching Bangladesh Accord Foundation  Accord on Fire and Building Safety in Bangladesh  Mob: +8801769969072  E-mail: Ibrahim.khalil@bangladeshaccord.com |
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| **Signature** |
| **Date : 20 /08/2017** |
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