

Zulqarnain Sayem

377/1, D.I.T Road, East Rampura,
Dhaka-1219.

01715155240; 01674638612 (Voice/ Message)
amman_240@hotmail.com

Objective

Secure a management position in a high growth company with considerable advancement opportunities, preferably, in a business development capacity with an emphasis on financial planning.

Academic Qualification

- Bachelor of Business Administration
American International University- Bangladesh (AIUB)
CGPA: 3.43/4
 - A- Levels 2005
 - O- Levels 2004
- First Major: Accounting & Finance
Second Major: Human Resource & Management.

Mathematics, & Accounting
Science & Accounting

Experience

Company Name : **WEBDEV TECHNOLOGIES LIMITED**
Position held : Assistant Finance Officer
Duration : 4th March 2005 to 31st December 2006.

Responsibilities-

- To be responsible for assisting in the efficient and effective provision of a comprehensive financial function.
- To carry out financial management and accounting tasks in accordance with procedures established in the finance team in order to meet the requirements of standing orders, financial regulations and other corporate standards.
- To assist in meeting corporate requirements in relation to budgets, budget monitoring and final accounts.

Company Name : **TOTAL IT SOLUTION LIMITED**
Position held : Graphics Designer
Duration : 17th January 2004 to 2nd December 2005.

Responsibilities-

- Conceptualization and design of graphic applications from concept to completion,
- Conceive, design and develop innovative design concepts that are appropriate to the design program.

Personal Qualities

- Ability to get on well with others,
- Disciplined attitude to work,
- Keenness to undertake any suitable work,
- Ability to do things without arguing,
- Ambition,
- Responsible attitude,
- Willingness to learn.

Skills & Abilities

Language Ability : English & Bengali.

Computer Knowledge: Good Knowledge of Windows Operating System, Microsoft Office, Web Browsing, Networking, Graphics Designing and Hardware.

References

Personal and professional references will be presented upon request.

Zulqarnain Sayem

Z.S