



ZAHID HOSSAIN EMON

12/a, Nawabgonj Road, Lalbagh, Dhaka – 1211

Phone: +880 1681-144380 ▪ E-mail: zhemon19@gmail.com

LinkedIn: linkedin.com/in/zahidemon

OBJECTIVE

To build a fulfilling career and working with a team of innovative and data-driven professionals committed to driving meaningful business impact.

EDUCATION

Master of Business Administration, East West University

Major: Finance | Minor: Human Resource Management

Current CGPA: 3.61/4.00 | Passing Year: 2022 (expected)

Bachelor of Business Administration, East West University

Major: Finance | Minor: Human Resource Management

CGPA: 3.89/4.00 | Passing Year: 2021

Higher Secondary Certificate, Dhaka City College

Group: Business Studies | GPA: 4.33/5.00 | Passing Year: 2016

Secondary School Certificate, Udayan Higher Secondary School

Group: Business Studies | GPA: 5.00/5.00 | Passing Year: 2014

EMPLOYMENT HISTORY

Junior Officer, Administration – IDLC Finance Limited (July 2022 – Present)

Responsibilities:

- Timely processing of invoices.
- Ensuring invoices are properly allocated to correct general ledger accounts.
- Working with the internal stakeholders and external vendors to resolve queries, etc.

Executive, Finance & Admin – RTS Enterprise (August 2021 – January 2022)

Responsibilities:

- Managing records and receipts.
- Reconciling transactions, processing, and payment of invoices.
- Contributing to the development of sales plans and objectives, etc.

Officer, Digital Services – bKash Limited (April 2021 – July 2021)

Responsibilities:

- Executing all types of customer queries, requests, and complaints through live chat.
- Preparing FAQ replies of customer queries, requests, and complaints, etc.

RELEVANT EXPERIENCE

Intern – Accounts & Finance, Ispahani Agro Limited (October 2020 – December 2020)

Responsibilities:

- Documentation, entering data, reconciling transactions, preparing vouchers, etc.

SKILLS

Content Writing ▪ Content Creation ▪ Communication ▪ Time Management

COMPUTER LITERACY

Odoo ▪ Vyapar ▪ Microsoft Office ▪ Satellite Gateway ▪ Google Workspace

UNIVERSITY ACTIVITIES	<ul style="list-style-type: none"> ▪ Undergraduate Teaching Assistant, East West University (September 2019 – December 2019) ▪ Event Organizer, East West University Club for Performing Arts (January 2017 – May 2018)
LANGUAGES	Bengali ▪ English ▪ Hindi ▪ Arabic
ACHEIVEMENTS	<ul style="list-style-type: none"> ▪ Received Medha Lalon scholarship based on the academic performance for the year 2021. ▪ 1st Runner-up in Edvive's Essay Writing Contest – Pen it Down 2020. ▪ Received 100% merit scholarship based on the academic performance for the years 2018-19. ▪ Received Dean scholarship based on the academic performance for the year 2017.
PERSONAL DETAILS	<ul style="list-style-type: none"> ▪ Father's Name: Monir Hossain ▪ Mother's Name: Nasrin Aktar ▪ Date of Birth: September 18, 1998 ▪ Blood Group: A+

REFERENCES

- **Md. Mustafizur Rahman**
Manager, Accounts & Finance – Ispahani Agro Limited
Ispahani Building (7th Floor), 14-15 Motijheel C/A, Dhaka – 1000
Phone: +880 1313-479001 ▪ E-mail: mustafiz_ial@mmispahani.com
Relationship: Internship Supervisor
- **Tanveer Kabir**
Senior Lecturer, Department of Business Administration – East West University
A/2, Jahurul Islam Avenue, Jahurul Islam City, Aftabnagar, Dhaka – 1212
Phone: +880 1716-401818 ▪ E-mail: tanveer.kabir@ewubd.edu
Relationship: Course Faculty