



MD NUR ALAM

Al Ain, Abu Dhabi, UAE

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PROFILE

A dynamic professional with **10** years of experience in handling Accounting and Admin functions, have done Master's degree. I am looking for a challenging job, which has opportunities of infinite success in Accounts & Admin, where I can be fully efficient and effective, and where I can work hard for the growth of the organization as well as for improvement in my own professional skills.

PERSONAL INFORMATION

Father's Name: Md. Sharif Ullah

Mother's Name: Nur Mahal

Date of Birth: 1st January 1991

Gender : Male

Nationality: Bangladesh

Religion: Muslim

Passport Number: A00112755

Visa Expiry Date: 01/02/2024

EDUCATION

Master's degree from University of Dhaka under Government Bangla College, Dhaka, Bangladesh, Achieved 2nd Class in the year of 2016.

WORK EXPERIENCE

1. Mohd Al Jahouri for Real Estate & General Maint. CO. L.L.C
Al Ain, Abu Dhabi, UAE

❖ Accountant – 02/2022 to Current

Roles and Responsibilities:

- Managing and overseeing residential or commercial properties on behalf of owners or investors.
- Advertising and marketing available properties to attract tenants.
- Screening and selecting tenants, negotiating leases, and managing lease renewals.
- Coordinating repairs, maintenance, and improvements to properties.
- Collecting rent, managing budgets, and maintaining financial records.
- Addressing tenant inquiries, complaints, and disputes.

2. ALLIED COATINGS AND CHEMICALS LTD.
DHAKA, BANGLADESH

❖ Officer (Accounts & Admin) – 12/2013 to 03/2021

Roles and Responsibilities:

About Accounts & Finance:

- Check, verify and process of Invoices for Payment timely & accurate manner.
- Dealing with Bank & other financial Institution, Auditors, and any related regulatory affairs.
- Maintain all activities of accounts department (like: cash book, voucher entry & cash disbursement etc.)
- Performed accounts payable procedures sorted and delivered daily mail, archived and retrieved records, performed weekly vendor and employee expense check runs.
- To perform various analytical tasks as per management's requirement.

About HR & Administrative:

- Assist to recruitment, selection & placement as per approved HRP.
- Schedule and organize interviews.
- Maintain all of employee's attendance activities, leave state, salary adjustment and individual salary statement.
- Coordinate with internal departments time to time for admin issue.
- Maintain all records of staffs, workers & officers and other letters related to HR & administrative nature.
- Making office memo, notice & other documents for office use.

LANGUAGES

English – C2 (Proficient/Fluent)

Hindi – C1 (Advanced)

Arabic – B1 (Intermediate)

Bangla – Native

KEY ACHEIVEMENTS

- Completed System Application Software (SAP) Training.
- Completed basic IT training.

EXPERTISE AND SOFT SKILLS

Proficient in software:

- Strawberry for Real Estate Company
- System Application Software (SAP)
- Online Sales Management System
- MS Office (Excel, Word, Power Point)
- Office Outlook
- Browsing Internet
- Windows Operating System

Others:

- Reliability
- Teamwork
- Initiative
- Problem-solving
- Technological awareness
- Report writing

ACTIVITIES AND INTERESTS

- Travel
- Football
- Reading
- Watching Movie

WORK EXPERIENCE

3. **ACI LOGISTICS LTD.**
DHAKA, BANGLADESH
❖ **JR. OFFICER MIS – 04/2012 TO 11/2013**

Roles and Responsibilities

- Order Collection & execution
- Sells collection & monitoring
- Warehouse stock management
- Accounts management
- All types of documentation activities
- Making smooth distribution to outlet as per demand.
- Ensure the delivery within due time.
- Financial reporting to financial department monthly.
- Lead a hi-tech team for better distribution.
- Sort the lacking of disbursement.
- Maintaining all information of the company as per rules.
- Monthly reporting of total analysing of the distribution sector to management.

CORE COMPETENCIES

- Possess effective communication skills, interpersonal skills, people management skills and a strong personality.
- Highly positive attitude, adaptable to demanding situations
- Keep up dated constantly with trends and practices in area of specialization, good learner