



PERSONAL PROFILE

Full Name : **Md. Azaharul Islam**
Date of Birth. : 5th Dec 1994
Passport No : EF0346994
Visa Status : Employment visa
Nationality : Bangladeshi
Gender : Male
Mobile : +971-503678706
Email : azhar33099@gmail.com
Address : Banias square, Deira-U.A.E

Position: Accountant

OBJECTIVES

To seek challenging career with a dynamic organization that offer the opportunities knowledge and abilities to explore and grow and enabling me to contribute positively towards the organization Profitability goals and objectives.

Professional History

1. COMPANY : **Big Deal International**

Position : Accountant
Duration : **2 Years**

Core Functions:

- Cash Receive and Payment
- Cheque Issue And Receive
- Create Daily transaction statement
- Makings Balance Sheet

2. COMPANY : **Recall Bd Ltd.**

POSITION : ASSISTANT OFFICER (COMPUTER OPERATOR)
DURATION. : 1 YEAR

CORE FUNCTIONS

- Sending and receiving Documents from clients.
- Keeping google sheet.
- Pricing with clients.
- Making salary sheet.
- Mailing to clients.

EDUCATION

Bachelor of Business Administration (BBA)

Subject: Management

National University of Bangladesh

LANGUAGE SKILLS

English

Hindi

Bangla (Native)

SKILLS

- Enthusiastic, flexible and capable of working on own initiative.
- An ability to work to deadlines whilst ensuring accuracy and efficiency.
- Capable of working in a manner conducive with the production of high-quality data.
- Able to work fast and also accurately.
- Working individually as well as in a team.
- Capabilities of working with supervision.
- Ability to work under pressure.
- Ability to stand for a long period of time and physically fit.
- Excellent interpersonal and communication skill.
- Strongly believe in teamwork.
- Flexible and adaptable to different working environment.

DECLARATION

I hereby declare that the above information is true to the best of my knowledge and belief and nothing has been concealed or distorted.

Md. Azaharul Islam