

IMAMUL ISLAM

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Abu Dhabi, UAE



## **CAREER OBJECTIVE**

A challenging career position where I can contribute to the development of the company and where there are opportunities for continual professional growth, development of knowledge and skills.

## **WORK EXPERIENCE**

### **ADVANCED STAR NETWORK TECHNOLOGY L.L.C. Abu Dhabi, UAE.**

Admin Officer, November 2020 to Present

- Public relations services.
- Customer's services.
- Generate client billings for various projects.
- Follow-up LPO, Invoices & updating.
- Handling petty cash expenses & reporting.
- Processed payroll information in an accurate.
- Assigned in paying bills of the company and cash deposit, cash withdrawal, fund transfer and assigned in bank transactions.
- Submission of correct documentation to the Ministry Of Labor for visa applications.
- Follow-up projects activities & Leading supervisors at projects.

### **SUPREME TRAVEL. Abu Dhabi, UAE**

Travel coordinator, February 2011 - October 2020

- Travel arrangements.
- Public relations services.
- Customer's services.
- Receives travel-related receipts and inputs data ensuring proper coding for accounting purposes.
- Ensures receipts are received on a timely basis & follows up with travelers as necessary or elevators to the Corporate Travel Manager.
- Assigned in paying bills of the company and cash deposit, cash withdrawal, fund transfer and assigned in bank transactions.

- Coordinated with the travel manager and travel coordinators to ensure the efficient operation of the department.
- Represent the Company at locations such as the Police Station, Airport, Airlines Office, Hotels, Embassies, Ministries/Municipalities & other significant Departments & in accordance with services such as mobile & landline phone services (connections/disconnections/repairs), mail, and electricity.

### **WESTERN NETWORK, Dhaka, Bangladesh.**

Agent & HR, August.2007 - August. 2009

- Maintain and keeps company's confidential records.
- Handled independently and maintaining petty cash of the company.
- Arranged pre-employment medical examinations.
- Processed payroll information in an accurate and timely manner.
- Filed electronic and hard copy documents.
- Monitored the HR department's general expenditure.

### **JK BROTHERS EST. Dhaka, Bangladesh.**

Project in Charge, March.2006 - March.2007

- Assisting customers in taking orders of Supply
- Maintaining accurate file in daily basis (Sales in a day) of the store.
- Responsible in dealing with clients inquiries and assist their needs.
- Prepare documents such as receipts of the products.
- Make inventory in every item.

## **EDUCATION**

### **Bachelor's of Business Administration- BBA**

Sikkim Manipal University, Sikkim in 2014-2017.

### **Higher Secondary Certificate- H. S. C**

Jhalakathi Government College, Board of Education Barisal- Bangladesh in 2005-2007.

### **Secondary School Certificate- S. S. C**

Afsar Memorial High School, Board of Education Barisal- Bangladesh in 2003-2005.

## **SKILLS**

- MS Office-MS Word, MS Excel.
- Internet browsing.
- Microsoft Outlook.
- Accounting Knowledge, E- Travel & TAACS.

- Air Ticketing Reservations (Amadeus).
- Driving License no. 2151315 from Abu Dhabi, UAE.

### **PERSONAL QUALITIES**

- Ability to work independently both with minimal supervision as well as in a team.
- Loyal towards work & duties.
- Ability to handle pressure and perform under demanding situations.
- Flexible enough to adapt new concept and responsibilities in all field of work.
- Language: English, Hindi, Urdu & Bangla.

### **DECLARATION**

I do hereby state that the information given above are true and correct to the best of my knowledge and belief.

Imamul Islam

Abu Dhabi, UAE