

Imamul Islam

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Nationality: Bangladesh

DOB:10-Nov-1989

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-upping 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, India 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