



Md. Rashedul Alam

CAREER SUMMARY

Working as an Assistant Manager at **Boulevard Aluminium & Glass Works** since Jan, 2023 to Current

Responsibilities & Duties handled by me as follows:

- Recording daily expenses according to Invoices
- Maintaining PDC & Petty Cash as per demand
- Making Quotations & Invoices as per requirement
- Dealing with Customers & Staffs Patiently & Consistently
- Providing the Company with smart tips & tricks
- Mailing & Browsing for the Company

ENROLLMENT FOR CAREER GROWTH

- Enrolling for the course of Intuit Quickbooks which covers Inventory Management, Profit & Loss Statement, Journal Entry, Chart of Accounts, Tax, Payroll, Invoices & so forth
- Learning basic of different languages for better communication

EDUCATION

2017	Masters of Arts (M.A) University of Chittagong Major: English Result: 3.00 on a scale of 4.00
2016	Bachelor of Arts (Hons.) University of Chittagong Major: English CGPA: 2.54 on a scale of 4.00
2011	Higher Secondary Certificate (HSC) Board: Chittagong Board Institution: Govt. College of Commerce, Ctg. Group: Business Studies GPA: 4.80 on a scale of 5.00
2009	Secondary School Certificate (SSC) Board: Chittagong Board Institution: Mern Sun School & College Group: Business Studies GPA: 5.00 on a scale of 5.00

CAREER OBJECTIVE

To work in a highly competitive environment with a perfect challenge by contributing the best for the growth of the organization while ensuring growth in personal career.

CONTACT

- 📍 Al Jurf 2 , Ajman-U A E
- ☎ +971 54 242 1567
- ☎ +880 1537 280396-Whatsapp
- ✉ rashedalam2013@gmail.com

SKILLS

1. Languages

Bangla (Mother Tongue)
English (Fluent) both in spoken and written
Hindi (Intermediate)
Arabic (Beginner)

2. Software

Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Google Search Engine

PERSONAL DETAILS

Father's Name : Md. Abul Kalam

Mother's Name : Nargis Akter

Date of Birth : 20 March, 1994

Gender : Male

Marital Status : Single

Nationality : Bangladeshi

Emirates ID No : 784 - 1994 - 3284833 - 3

Passport No : A00125024

Visa Status : Employment Visa

Religion : Islam

Height : 5'-6"

Permanent Address : Chittagong, Bangladesh

STRENGTH

- Honesty and Integrity.
- Flexibility and Adaptability.
- Strong Analytical Abilities.
- Positive Attitude.
- Punctuality.
- Fast Learning.

HOBBIES



Photography



Travelling



Cycling



Reading Books

REFERENCES

Muhammad Riyaz Uddin

Owner
Boulevard Aluminium & Glass Works
Al Jurf 2, Ajman, U A E
Mobile: 056 503 1422

Muhammad Shafiul Azam

Lead Officer
Lari Exchange
Musaffa, Abu Dhabi, U A E
Mobile No: 050 410 9720

DECLARATION

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Md. Rashedul Alam