



LinkedIn



Dubai, UAE



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COMPUTER SKILLS

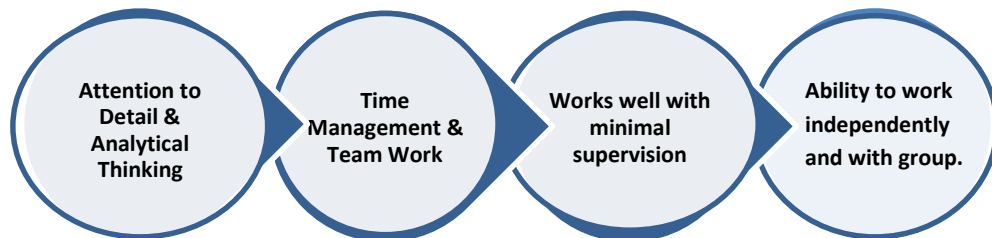
- ❖ Basic Skills in Web Development
- ❖ Proficiency in MS Word, MS PowerPoint, MS Excel.
- ❖ Excellent Skills to manage Windows
- ❖ Good Typing Speed
- ❖ Enough skills in SPSS research Software for survey data
- ❖ Zoom & Microsoft Teams
- ❖ Graphics Design skill on Adobe Photoshop and Illustrator
- ❖ Efficient in E-mail and Internet Browsing

Resume OF ALID HASAN MUNNA

Seeking responsibilities and opportunities in those areas where academic background and skill can be exercised and field of interests are also synchronized in order to develop and upgrade my career. I am willing committed individual



CORE COMPETENCIES



MAJOR ROLES IN VARIOUS ORGANIZATIONS

CONFIDENCE INFRASTRUCTURE LIMITED, BANGLADESH

Junior Engineer- Full Time

(January 2020 to May 2022)

Role and Responsibility:

- ❖ Accessing the requirement of Store Good & Spare & Stock verification.
- ❖ Daily store documents entered in ERP Lighthouse or Fabtrol software.
- ❖ Preparation of Daily, Weekly & Monthly Finished Good reports, audits and all documents and FIFO & LIFO maintain.
- ❖ Maintaining Office Monthly Budget, OT schedule, Employee Registers, Daily Dispatching Report etc.

DUKKANTEK LLC, DMCC

Administrative Assistant

(August-23 to September-23)

Role and Responsibility:

- ❖ Provides administrative support to ensure efficient operation of office.
- ❖ Carries out administrative duties such as filing, typing, copying, binding, scanning.
- ❖ Completes operational requirements by scheduling and assigning administrative Projects and expediting work results.
- ❖ Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- ❖ Exhibits polite and professional communication via phone, e-mail, and mail.
- ❖ Supports team by performing tasks related to organization and strong Communication.
- ❖ Contributes to team effort by accomplishing related results as needed.

LANGUAGE

- ❖ ENGLISH- Standard at reading, writing and speaking.
- ❖ HINDI- Standard at listening and speaking
- ❖ BENGALI- Excellent at reading, writing and speaking.

EXTRA CURRICULUM ACTIVITIES:

- ❖ Reading Books & Magazine.
- ❖ Travelling & Internet Browsing
- ❖ Sports & Game

TRAINING AND CERTIFICATE:

- ❖ **Graphic Design & Microsoft Office:**

Institute: Creative IT Institute of Bangladesh.

Duration- 6 months

Year- 2019

Achievement- First Grade

UNICO TRADING LLC, BUR DUBAI ACCOUNTANT

(May 2023 to August 2023)

Role and Responsibility:

- ❖ Complying with all company, local, state, and federal accounting and financial regulations.
- ❖ Compiling, analyzing, and reporting financial data in ERP ABS Software.
- ❖ Creating periodic reports, such as balance sheets, profit & loss statements, etc.
- ❖ Presenting data to managers, Supplier, and customer entities.
- ❖ Maintaining accurate financial records.
- ❖ Performing audits and resolving discrepancies.
- ❖ Computing taxes.
- ❖ Keeping informed about current legislation relating to finance and accounting.

Millennium Airport Hotel, Dubai

Department: F&B SERVICING

Duration: (February 2023 to May 2023)

JUMEIRAH BEACH Hotel, Dubai

Department: F&B SERVICING

Duration: (February 2023 to May 2023)

EDUCATIONAL QUALIFICATION:

Name of Degree	Institution	GPA/CGPA	Group/Subject
Bachelor Of Science In Engineering (B.S.C)	Green University Of Bangladesh	Completed 1 year	Computer Science Engineering
Diploma-In Engineering -2019	Patuakhali Govt Polytechnic Institute. (Board -BTEB)	GPA-2.95 (out of 4.00)	Computer Technology
Secondary School Certificate S.S.C-2014	Kanakdia Sir Solimullah School & Collage (Board - Barisal)	GPA-4.96 (out of 5.00)	Science

PERSONAL DETAILS:

- Full Name : Alid Hasan Munna
- Father's Name : Harun OR Rashid
- Mother's Name : Miss. Nargis Begum
- Date of Birth : 2nd Feb, 1998
- Height : 6'-1"
- Weight : 74 kg
- Nationality : Bangladeshi
- Marital Status : Single
- Religion : Islam
- Gender : Male
- Blood Group : B+
- Present Address: Dubai, United Arab Emirate.
- Permanent Address : Word- 7, Village- Ramnagar , Post office- Rahomatnagar
- Police Station- Bauphal, District- Patuakhali.
- Passport Number : A02556749
- Issue Date: 26-12-2021
- Expiry Date : 25-12-2031
- Visa Type : Employment

DECLARATION:

I hereby declare that the all information given above is true to the best of my knowledge and belief.