



Md. Rashedul Alam

CAREER SUMMARY

Working as an **Accountant Cum Assistant Manager** at Boulevard Aluminium & Glass Works from Jan, 2023 to Sep, 2023 in Ajman, UAE

- 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
- Recording accounts receivable and accounts payable
- Maintaining profit and loss statement
- Maintaining charts of accounts (ledger)
- Controlling inventory and payroll system
- Reconciling bank transactions

Working as a **Customer Services Representative Cum Sales Executive** at Agora Departmental Store from Dec, 2021 to 2022 in Chittagong, Bangladesh

- Providing services according to customers' needs
- Collecting payment and serving receipt of purchases
- Dealing with customers complaints and taking steps accordingly
- Implementing cross-selling and up-selling method while dealing with customers.
- Trying to deal with customers through emotional intelligence
- Proactive in lieu of reactive
- Maintaining cash register and scanning machine for the purpose of exact amount of transaction
- Reaching sales targets set by the company

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

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- ✉️ 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, Quick Books

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