



# Md. Rashedul Alam

## CAREER SUMMARY

Working as an **Accountant Cum Assistant Manager** at Boulevard Aluminium & Glass Works from Jan, 2023 to Dec, 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 Dec, 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	<b>Masters of Arts (M.A)</b> University of Chittagong Major: English Result: 3.00 on a scale of 4.00
2016	<b>Bachelor of Arts (Hons.)</b> University of Chittagong Major: English CGPA: 2.54 on a scale of 4.00
2011	<b>Higher Secondary Certificate (HSC)</b> Board: Chittagong Board Institution: Govt. College of Commerce, Ctg. Group: Business Studies GPA: 4.80 on a scale of 5.00
2009	<b>Secondary School Certificate (SSC)</b> 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**