



MUHAMMAD PEARUL ISLAM

To obtain a challenging position that will facilitate my career development & generate opportunity to contribute my education & experience in an innovative environment.

PERSONAL DETAILS

Mobile : +971 54 493 2180
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Address : 1201,
Salam Bombay bldg,
Electra Street,
Abu Dhabi, UAE
Visa : Cancel Visa
Nationality : Bangladesh
Passport No : B00348496
Marital Status : Married

ACADEMIC CREDENTIALS

Masters of Business Administration (MBA)

Grade : 3.04 (Out of 4.00)
Subject : Finance & Banking
Passing Year : 2013
International Islamic University,
Chittagong (IIUC)

Bachelor of Business Administration (BBA)

Grade : 3.344 (Out of 4.00)
Subject : Finance & Banking
Passing Year : 2010
International Islamic University,
Chittagong (IIUC)

CERTIFICATION (British Council)

IELTS : Score - 6.00

Speaking : 6.5
Writing : 6.00
Reading : 6.5
Listening : 5.5

COMPUTER PROFICIENCY

> WINDOWS
> MS WORD
> MS EXCEL
> MS POWERPOINT

KEY SKILLS

- ◆ Administrative Support
- ◆ Financial Tasks
- ◆ Record Keeping
- ◆ Accounts Management
- ◆ Inventory Management
- ◆ Communication Skills

EXPERIENCE

CONTENT EDITOR - CUSTOMER SERVICE - QC

Al Zaabi, (Fep.Com), E-Commerce, Abu Dhabi, UAE
Sep 26, 2022 to August 10, 2024

Core Responsibilities

- ◆ Entering new product in website such as title, description, price, features, specification and Image as well as URL Key.
- ◆ Translating details from English to Bangla.
- ◆ Quality Checking all the product entered in website by using Magento Backend.
- ◆ Responding to customer inquiries and referring clients to the proper channels.
- ◆ Reviewing, Tracking & Fixing purchase orders and shipping documents to ensure accuracy.

FINANCE & ADMINISTRATION OFFICER

UNDP, Bangladesh

2014 to 2020

Core Responsibilities

- ◆ Recording, reconciliation, tracking of financial activities of core project.
- ◆ Liaise with & review budget & expenditure & prepare monthly reports & other data as required.
- ◆ Undertake general admin tasks under the direction of Project Manager.
- ◆ Counted cash register drawer at beginning & end to shift.

OFFICER

Standard Bank Ltd, Agrabad Branch, Chittagong, Bangladesh

2011 to 2012

Core Responsibilities

1. General Banking

- ◆ Maintenance of Deposit A/C savings, Current Accounts, Short term Deposit etc.
- ◆ Handling Transfer Transaction.
- ◆ Operation of clearing house.

1. Foreign Banking

- ◆ Issuance of Foreign Demand Draft (F.D.D), T.T (Telegraphic Transfer).
- ◆ Disbursement of the cash of incoming F.T.T.

LANGUAGE PROFICIENCY

English	:	Good
Bengali	:	Native
Hindi	:	Good

I undersigned, hereby declare that I will be responsible for any wrong information provided here