



MD. ANOWAR HOSSAIN

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OBJECTIVE

Accomplished, performance driven and result oriented, thriving to work for an organization that would provide me with the opportunity to capitalize my skills, knowledge and abilities which will eventually lead me as a key player to the success of the organization. I always try to update my skills via education and experience gained through work.

SKILLS

- Ability to work under pressure
 - Quick Learner, Friendly, Energetic, Hardworking
 - Ability to verify information for accuracy; excellent organizational and communication skills
 - Committed to quality standards for service
 - Detail oriented, excellent team player.
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EXPERIENCE

1. Green Banking Consultants Home Ltd.

(Dhanmondi, Dhaka, Bangladesh)

⇒ Executive Finance (July 01, 2014 – September 30, 2017)

Department: Finance

Duties/Responsibilities:

- ✓ Worked on project feasibility report to present the project parameters and to define the potential solutions to the business problem, need, or opportunity.
- ✓ Acquired thorough knowledge through working comprehensively on different sections of Accounts including vouchers, cash book, bank book, bill register, general ledger, invoices.
- ✓ Prepared and analyzed cash-flow statement and profit projection report to determine ways to improve financial performance of the company while ensuring that all applicable standards, regulations and laws are met.
- ✓ Worked on producing monthly salary sheet for the company. Additionally, maintained daily and monthly statement.

2. Rally Textile Mills Ltd.

(Malibag, Dhaka, Bangladesh)

⇒ Junior Executive (June 1, 2011 to March 31, 2012)

Department: Administration

Duties/Responsibilities:

- ✓ Managed day-to-day operations while ensuring that the information on key operational and cost parameters are recorded and updated befittingly.
- ✓ Developed and maintained explicit communication with all the vendors in order to run smooth business transactions.
- ✓ Provided excellent support to facilitate Factory Office on admin related work.
- ✓ Collaborated with the employees to work on their complains and dissatisfaction in the workplace.

EXPERIENCE

3. Bank Asia Limited (Shantinagar Branch, Dhaka, Bangladesh)

⇒ Intern (October 03, 2010 - February 03, 2011)

Department: Customer Service, Cash Department

Duties/Responsibilities:

Provided customers with personal services regarding account transactions to include deposits, loan payments, check cashing, withdrawals, answering of inquiries and resolved customers' account discrepancies with the help of senior.

4. Worked as a volunteer on several occasions organized by the university.

5. Worked on several group projects on renowned organizations as assigned by the faculty / university.

ACADEMIC QUALIFICATION

► Certified Management Accountant (CMA)

Institute of Management Accountants (IMA), USA.

Status: Enrolled (Reg: 2017)

► Bachelor in Business Administration (BBA)

American International University-Bangladesh (AIUB), Dhaka, Bangladesh.

Bachelor in Business Administration, concentration in Accounting & Finance,

Year: 2011 Achievement CGPA: 3.15 (Out of Scale 4)

► Higher Secondary Certificate (H.S.C)

College of Development Alternative (CODA), Dhaka, Bangladesh.

Year: 2006 Achievement GPA: 4.10 (Out of Scale 5)

Group: Business Studies

► Secondary School Certificate (S.S.C)

Gorib-E-Newaz High School, Chittagong, Bangladesh.

Year: 2004

Group: Business Studies

COMPUTER SKILLS

⇒ Good knowledge & Capable to work with Microsoft Word, MS Excel, MS PowerPoint and web browsing.

⇒ Adequate knowledge on Windows 98, Windows XP, Vista, Windows 7, 8 & 10.

⇒ Familiar with working on Adobe Photoshop as well as editing.

LANGUAGE PROFICIENCY

⇒ Good command on both written and spoken English.

⇒ Excellent in Bengali (Native).

EXTRA CURRICULUM ACTIVITIES

⇒ Participated in the Olympic day run in 2008 and also certified.

References are available on request

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

Anowar Hossain

Md. Anowar Hossain