



Kazi Afif Ahmed

Dhaka kaziafif13@gmail.com 01675501175

Employment

Assistant Officer Audit Nov 2021 - Present

FnF Pharmaceuticals, Dhaka

- Checking monthly accounts report from different territories.
- Posting reports in tally and prepare final report basis on monthly accounts report.
- Visit different territories if necessary.
- Prepare audit report and issue complies letter if needed etc.

Accounts Manager Jul 2020 - Sep 2021

JS Enterprise, Dhaka

- Verify and process other accounts receivable invoicing monthly, Check past due accounts.
- Send second notices and report status of past due balances.
- Checks monthly reports, accounting and general ledger journal entries made from billing.

Education

M.B.A Finance Jan 2018 - Mar 2020

Jagannath University

- Result: CGPA 3.02 Out of 4.00

B.B.A Accounting & Finance May 2014 - Jan 2018

American International University - Bangladesh

- Result: CGPA 3.35 Out of 4.00

H.S.C Commerce Jul 2011 - Aug 2013

Donia University college, Dhaka Board

- Result: GPA 4.40 out of 5.00

S.S.C Commerce Jan 2009 - May 2011

Jatrabari Ideal High School, Dhaka Board

- Result: GPA 4.75 out of 5.00

Personal details

Name

Kazi Afif Ahmed

Email address

kaziafif13@gmail.com

Phone number

01675501175

Address

**92/5, Dholpur, North
Jatrabari, Dhaka
1204 Dhaka**

Date of birth

October 22nd, 1996

Place of birth

Dhaka

Driver's license

DK0417668CL0004

Gender

male

Nationality

Bangladeshi

LinkedIn

linkedin.com/in/kazi-afif-ahmed-a1594a168

Skills

Ms-Word



Ms-Excel



Internships

Internship Trainee

Apr 2017 - May 2017

Islami Bank Bangladesh Limited, Dhaka

Interns

Oct 2019 - Dec 2019

Bangladesh Development Bank Limited, Dhaka

Self-Assessment

- **Communicative and friendly.**
 - **Enthusiastic, self-motivated, industrious and punctual.**
 - **Career committed that leads to achieve total success.**
 - **Immensely observant and adaptive new technology.**
 - **Capable of working under pressure both in group & individual working environment.**
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Extracurricular activities

- **Good in creating Poster of any topic and presenting it effectively.**
 - **Good Player in Cricket, badminton.**
 - **Maintain a Biking Group.**
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Basic Personal Information

Father's Name : Kazi Kamrul Islam

EX-EVP (IBBL)

Mother's Name : Jesmin Ara

House Wife

Marital Status : Unmarried

Religion : Muslim

References

Md. Muzahidul Islam

Islami Bank Bangladesh Limited, Dhaka

01712295337, muzahidjewel@gmail.com

Md. Wahidul Khan

FNF Pharmaceuticals Ltd.

01775433125, mdwahidkhan09@gmail.com

Ms-PowerPoint

Browsing

Internet

E-Mail

Languages

Bangla

English

Hobbies

■ **Biking**

■ **Traveling**