

Resume of ANAMUL HAQUE



Contact Address :

C/O : Abdus Samad
Village : Patikabari : P.O: Bahadurpur,
P.S: Pangsha, Dist: Rajbari.
Cell : +8801777062755
E-mail : anamul0610@gmail.com

Career Objective :

To achieve a challenging position in a progressive organization, where I can take advantage of my skills and creativity as well as discover a new dimension of understanding and learning.

Officer Marketing, Sales & Accounts in Unique Business System Ltd.

(Head Office: House No-11, Road No- 11, Block- G, Banani, Dhaka. Working Station- IDB Bhaban, Agargaon, Dhaka) from December 2022 to Till Now.

Job Description:

- Daily Market visit.
- Maintain monthly sales target.
- Collect Market information.
- Regular sales report through to my reporting Boss.
- Confidently and effectively carrying the company brand identity to build strong business relationships.
- Statement and records accurately.
- Prepare and maintain accounting documents.
- Cash & Cheque Deposit & Transfer to Bank.
- Payment Collection from Dealers & Corporate Party.
- Stock Maintain in IDB Branch Store.
- Preparing Monthly Expenditure Sheet and Reporting to HO.

Supervisor Cum-Accountant in Association for Realisation of Basic Needs– ARBAN. (ARBAN Complex, 111/3/D/1, Meradia, Khilgaon, Dhaka, Bangladesh) from October 2019 to November 2022.

Job Description:

- Microfin360 Data soft Software Maintain.
- Accounts Maintain.
- Cash Maintain.
- Cash & Cheque Deposit & Transfer to Bank.
- Loan Disburse to Client.
- Audit Client for Loan Disburse.
- Cash Book, Ledger Book, Savings Refund Register, Volt Register & Leave Register Maintain.
- Day End Closing with All Office Staff.

- Member Books Balancing.
- Weekly & Monthly Report Submit to H.O.

Academic Qualification:

Masters of Social science (MSS)

Name of Institute : Pangsha Govt. Collage
 Board : National University
 Subject : Political Science
 Examination Year : 2017
 Result/CGPA : 2.94 Out of 4.00.

Bachelor of Social science (BSS)

Name of Institute : Pangsha Govt. Collage
 Board : National University
 Subject : Political Science
 Passing Year : 2016
 Result/CGPA : CGPA 2.80 Out of 4.00

Higher Secondary School Certificate (HSC)

Name of Institute : Dr. Kazi Motahar Hossain College
 Board : Dhaka
 Group : Humanities
 Passing Year : 2012
 Result/CGPA : GPA 2.50 Out of 5.00

Secondary School Certificate (SSC)

Name of Institute : Tarapur Dakhil Madrasha
 Board : Madrasah
 Group : Humanities
 Passing Year : 2009
 Result/CGPA : GPA 3.50 Out of 5.00

Computer Skills: MS-Word, Excel, Access, PowerPoint, Photoshop & Internet Browsing.

Language Ability :

Bengali : Mother Tongue
 English : Reading, Writing and Speaking

Personal Attributes:

- ⇒ Energetic & Enthusiastic
- ⇒ Strong verbal communication ability.
- ⇒ Able to work under pressure.
- ⇒ Eager to learn and within the organization.

Personal Details:

Name : Anamul Haque
Father's Name : Abdus Samad
Mother's Name : Rupjan
Permanent Address : Vill: Patikabari, P.O: Bahadurpur,
P.S: Pangsha, Dist: Rajbari.
Date of Birth : 06 October 1991
Nationality : Bangladeshi (by Birth)
Religion : Islam
Height : 5 fit 6 Inch
Sex : Male
Blood Group : AB⁺
National ID : 5100107555
Marital Status : Married.
Mobile No : 01777062755

Declaration:

I do solemnly affirm that the information contained herein is correct to the best of my knowledge and belief.

Anamul Haque