

Alvee Hasnayin Chowdhury

Address: 252, C-5, Harbourage Inn, Poet Nazrul Islam Road, Alkaran, Kotwali, GPO, Chattogram- 4000.

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Email: alveehasnayinchowdhury@gmail.com



Career Objective

Dedicated and responsible professional with an MBA major in Accounting and hands-on experience in accounts, administration, documentation handling, and office operations. Seeking a position where I can contribute through strong analytical ability, accuracy, and efficient administrative support while continuously developing my professional skills.

Skills

- Basic Accounting & Record Management
- Documentation & Filing
- Data Entry & Database Updating
- Voucher & Ledger Maintenance
- Accounting Software: Tally, ERP
- MS Office (Word, Excel, PowerPoint)
- Time Management & Multitasking
- Communication & Client Handling

Work Experiences

Junior Admin Executive, Administration

Mar 2026 to Present

Institute of Applied Health Sciences Hospital (IAHS-H), Foy's Lake, Khulshi, Chattogram

- Work with the Director and Senior Executive to run the administration
- Ensure proper functioning of hospital infrastructure
- Monitore cleanliness and hygiene standards in coordination with housekeeping teams
- Supported hospital promotional and administrative planning
- Handle requests, feedback, and queries quickly and professionally
- To delegate tasks as appropriate to other members of the administration

Assistant Executive, Accounts

Mar 2024 – Sep 2025

QNS Shipping Logistics Ltd, Aziz Court (8th Floor), Agrabad C/A, Chattogram

- Posted daily financial transactions accurately into the accounting system
- Prepared and processed various accounting vouchers including payment, receipt, and journal vouchers
- Maintained proper filing and documentation of vouchers and supporting documents
- Recorded bill provisions and ensured timely adjustment of expenses
- Assisted in monthly accounts closing activities
- Coordinated with internal departments regarding bills and financial records
- Ensured accuracy and compliance with company accounting procedures

Executive, Marketing and Sales

Nov 2023 - Feb 2024

Executive's Care, Institution of Engineers Building (2nd Floor), SS Khaled Road, Chattogram

- Provided course and examination information to students both in person and over the phone
- Assisted students with admission and enrollment procedures
- Coordinated examination-related activities and performed exam hall duties
- Maintained effective communication to ensure student satisfaction

Intern, Accounts

R.S.B Industrial Ltd., Chittagong Export Processing Zone, Chattogram

Mar 2022 – Jun 2022

- Practiced accounting knowledge and skills in a professional setting
- Pursued Training to enhance skills and knowledge related to accounting and financial management
- Supported senior staff in various accounting tasks and gained hand-on-experience with accounting software

Education

- MBA in Accounting, Premier University — CGPA: 3.46/4.00 (2022)
- BBA in Accounting, Premier University — CGPA: 3.11/4.00 (2021)
- HSC in Business Studies, College of Science Business and Humanities, Chattogram Board — GPA: 3.00/5.00 (2015)
- SSC in Business Studies, Saint Placid's School and College, Chattogram Board — GPA: 4.19/5.00 (2013)

Training and Workshop

- Professional Customer Service – HWC & SEIP, 55 days (2023)
- Verbal Communication in English – HWC, WSDA (NZ) & SEIP, 8 days (2023)

Extra Curricular Activities

- Volunteered at school, college and University events
- Participation in sports (cricket, football, badminton, table tennis)
- Blood donation volunteer

Personal Info

Full Name: Alvee Hasnayin Chowdhury

Father's Name: Jamal Uddin Chowdhury

Mother's Name: Jamila Akhter

Date of Birth: 07th August, 1997

National ID: 7356582838

Nationality: Bangladeshi

Religion: Islam

Blood Group: A(+)

Permanent Address: 168/A, Shib Bari Lane, Firinghee Bazar, Kotwali, GPO, Chattogram- 4000

References

Humayun Kabir Chowdhury

Additional Managing Director & Branch In-charge
Global Insurance Limited
Laila Bhaban (2nd floor), 413/B Mogaltuly,
Agrabad C/A, Chattogram
Mobile: 01819-323887
Email: gilagrabad@gmail.com

Md Irfanul Karim

Manager, Business Development
Daraz Online Shopping
Asfia Tower, Road No. 11
Dhaka- 1213
Mobile: 01676-574110
Email: irfanul.karim@daraz.com.bd

Declaration

I hereby declare that the above-mentioned information is true and correct to the best of my knowledge and belief



(Alvee Hasnayin Chowdhury)