

Resume

Of

MD. ABDUL HANNAN

CS (E-1), M.B.S (Accounting), B.B.S (Honors)

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▪ Career objective:

▪ A highly motivated individual wishing to use analytical and dynamical skills to pursue long term career where excellent carrier advancement opportunity exist. Want to do a job which lead to greater responsibility and my skills will be fully utilized. Having strong ability to handle critical situation. Ready to do and term that will be required.

▪ Career Summary:

1. **Executive, Finance & Accounts at Bangla Phone Ltd** (15 June 2014 to till now)
2. **Senior Sales Executive at Mercantile Bank Limited**, (2nd March 2014 to 14 June 2014)
3. **Collection Executive at Standard Chartered Bank**(1st January 2013 to 31st January 2014)
4. **Accountant & Office Executive at Mastul Ltd**(1st July 2010 to 30th November 2011)
5. **Field Officer at Moula Foundation**(1st January 2009 to 31st March 2010).

▪ Experiences:

Total Job Experience: 4 years 8 Months

1.

Position : Executive, Finance & Accounts

Name of the Organization : Bangla Phone Limited

Division : Revenue

Office : Gulshan-1, Dhaka.

Nature of Job : Permanent.

Duration : 15 June 2014 to till now.

Job Responsibilities : Ensure timely billing to specific customers. Confirm Accounting entry in the software. Inform clients about their bill payments in due time and following up collections over phone and letter. Help customers to understand the terms and conditions of the contracts regarding payments. Applied VAT & TAX or any other applicable government acts and rules is required. Supervise collection staffs. Reports to Supervisor on time. Ensure proper documentation. Any other job assigned by the Management.

2.

Position : Senior Sales Executive

Name of the Organization : Mercantile Bank Limited

Division : Selling Bank Liability Product.

Office : Mazar Road Branch, Mirpur-1.

Nature of Job : Contractual.

Duration : 3 Months 15 days (2nd March 2014 to 14 June 2014).

Job Responsibilities : To sale liability product of the bank such as: (A) Opening of CA, SA Accounts i.e. Current Deposit, Savings Bank Accounts and SND Accounts, (B) Any other deposit product as and when required by the bank.

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3.

Position : **Collection Executive**
Name of the Organization : Standard Chartered Bank Ltd.
Division : Personal Loan & Credit Card
Office : Collection Center (Dhanmondi 8)
Agency : Mars Financial & Legal Consultancy Ltd.
Nature of Job : Contractual.
Duration : 1 year 1 month (1st January 2013 to 31st January 2014)
Job Responsibilities : Collect Bad debts from the defaulter Customer, take steps to collect the loan, communicate with the people whom are related with the job (Bank, customer, relatives of the customers) & key person of specific area.

4.

Position : **Accountant & Office Executive**
Name of the Organization : Mastul Ltd.
Nature of Job : Permanent
Duration : 1 year 5 months (1st July 2010 to 30th November 2011)
Responsibilities : Cash Control, Updates receivables & payables, Stock Ledger preparation, Prepare monthly Trail Balance & Other monthly financial report & submit it to head office, Monitoring the sales & purchase.

5.

Position : **Field Officer**
Name of the Organization : Moula Foundation
Duration : 1 year 3 Months (1st January 2009 to 31st March 2010).
Responsibilities : Contact with Small & Medium businessman, organize them as a group, Share business ideas & plan, Problem solution and motivate them. Ensure monthly loan installments. Proper documentation, Field serving and any other job assigned by the management.

▪ Professional Qualification:

Chartered Secretary (CS): E-1

- **Institution** : Institute of Chartered Secretaries of Bangladesh (ICSB)
- **Level** : Executive Level-1
- **Session** : Jan- Jun 2015

▪ Educational Qualification :

Masters of Business Studies (M.B.S.): Accounting

- **University** : National University
- **Institution** : Govt. Bangla College
- **Result** : 2nd Class
- **Passing Year** : 2010

Bachelor of Business Studies (B.B.S. Honors): Accounting

- **University** : National University
- **Institution** : Govt. Bangla College
- **Result** : 2nd Class
- **Passing Year** : 2009

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Higher Secondary Certificate (H.S.C):

- **Institution** : Mirpur University College
- **Board** : Dhaka
- **GPA** : 4.40 (A)
- **Group** : Business Studies
- **Passing Year** : 2005

Secondary School Certificate (S.S.C):

- **Institution** : Mirpur Govt. High School
- **Board** : Dhaka
- **GPA** : 2.81(C)
- **Group** : Business Studies
- **Passing Year** : 2003
- **Session** : 2001-02

▪ **Computer Literacy:**

- **Current Working Software** : VELACORE, A Customize ERP Software by Commlink Info Tech Ltd
- **Operating systems** : Windows XP, Windows 7
- **Office Programs** : MS- Word (2003, 2007), MS-Excel
- **Internet** : Browsing, E-mailing & Social Networking.
- **Installation** : Hardware & software Installation, Windows Installation.

▪ **Linguistic Proficiency:**

- **Bengali** : Mother tongue
- **English** : Fluent reading, writing, listening & speaking. I have successfully Completed a course in English language from the **University of Dhaka** under **Institute of Modern language**. I obtained 65% marks and my grade point is **B**.
- **Hindi** : Medium listening & speaking

▪ **Involvements:**

▪ From my school life I am participating in various types of social and cultural programs. So I am experience to organize various types of programs. I am an organizing member of ‘**Faith**’ (A blood donor’s Club at Mirpur). I am also a “**Life Time Blood Donor**” of ‘**Quantum Foundation**’.

▪ **Personal Profile :**

01. Father’s Name : Md. RajulKarim
02. Mother’s Name : Rokeya Begum
03. Present Address : House:23, (4th Floor), Road: 01, Block: A, Section: 02, Rainkhola, Mirpur, Dhaka-1216.
04. Permanent Address : Village: South Charpata, Post Office: Pangasiya Bagarhat, Police, Station: Bhola Sadar, District: Bhola.
05. Date of Birth :22ndApril 1987
06. Religion : Islam
07. Nationality : Bangladeshi
08. Sex :Male
09. Marital Status : Single
10. Blood Group : A (Positive)
10. Height : 5 feet 2 inch

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▪ **Concluding words:**

▪ If you will give me the opportunity to work in your organization, I am assuring you that I will be the right person whom you are looking for. By my consciousness and activeness I will try to make your organization to run more effectively.

▪ **References:**

Office:	Relatives:
1. Md. Shakhawat Hossain M. Com, CA-PS (A) Global Member-IIA, USA Manager & Head of Finance Bangla Phone Ltd. Cell: 01833-103950	2. Dr. G. M. Faruque MBBS, BCS (H), MS Eye, DO (DU) Fellow Oculoplasty (New Delhi) F.R.S.H (London) Assistant Professor (Eye) National Institute of Eye Science & Hospital, Dhaka Cell: 01715-244424.
Relation: Professional (Current Office)	Relation: Maternal Uncle
4. Md. Mostafizur Rahaman FAV & Head of Branch Mercantile Bank Ltd. Mazar Road Branch, Dhaka. Cell: 01730-328681 Telephone: 02-8060752 (Office)	3. Md. Mostafizur Rahaman Assistance General Manager Agrani Bank Ltd. Principal Branch, Motizheel, Dhaka-1000. Cell: 01716-766764 Telephone: 02-9587948 (Office)
Relation: Professional	Relation: Grand Father