



ASHRAFUL ALAM

About Me

I am committed to long-term career growth by leveraging my skills to achieve my goals. I thrive in challenging roles where I can apply my creativity, continuously learn, and grow. I am eager to contribute to your success through high motivation, responsibility, quality work, and strict adherence to deadlines.



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Muwaileh Commercial - Industrial
Area - Sharjah, United Arab
Emirates

LANGUAGE

- English (B2)
- Bangla(Native)
- Hindi (Basic)

EXPERTISE

- Management Skills
- Creativity
- Presentation Skills
- Negotiation
- Critical Thinking
- Leadership
- Teamwork & Problem-solving
- Polite and Responsible

EXPERIENCE

Junior Accountant

Mostafa Metal Industries Ltd. Dhaka, Bangladesh
March, 2021 - July, 2022

Maintain all accounts-related documents & records properly
Prepare salary sheet as per the management instruction
Maintain Petty cash related book & record
Ensure delivery of products as per approved requisition
Maintain Cash Book, General Ledger, and related documents
To perform day-to-day administrative works such as attendance, leave, and making reports for the top management

Customer Relationship Officer

Infinity Global. Dhaka, Bangladesh
November, 2022 - February, 2024

Handle all types of customer queries
Provide necessary information directly & over the phone
Applicant forms are filled through online
Check all necessary papers of the applicant
Analyzing customer data

EDUCATION

Independent University Bangladesh

Bachelor of Business Administration
April, 2016 - March, 2020

Britts Imperial University College, Sharjah

Master of Business Administration
March 2024 - Currently Studies

SKILLS SUMMARY

Strong communication 90%

Microsoft Office 90%