



IFTEKHARUL HASSAN

ACCOUNTS/ SERVICE
MANAGER



CONTACT



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Al Mawaquib Street, Besides Kia
Showroom, Near Abu Dhabi Mall



Passport No.-

W 2703189



EDUCATION



2011 _ HSC

1st Division

Munam Public School_ Hzb



2014_ SSC

1st Division

Gaya College_ Gaya



2018_ Account Hons.

1st Division

Magadh University



2019_ D.El, Ed.

Diploma in elementary education



2022_ ADCA+

Advanced diploma in Computer applications



PROFILE INFO

I am an outgoing, attentive and charismatic individual who is knowledgeable and passionate about work. I have a history of exceeding client's expectations by providing them with exemplary services. I am always well groomed and presentable. Possessing a strong aptitude for multitasking and being able to work efficiently with co-workers and managing the team.



WORK EXPERIENCE



Accounts Manager

2018 - 2020

Munam Public School_ Hzb

3 years of working as an accounts manager
& handling client relations in Munam Public
School in Hazaribagh, Jharkhand, India



Accounts & service Manager

2020 - Present

Reflex Designs

2 years of working experience as accounts &
service manager for a furniture brand 'Reflex
Designs' in Patna, Bihar, India



Roles & responsibilities

- * To check the quality standard of manufactured products.
- * To manage staffs and checking on their work.
- * To coordinate with the clients and managing product delivery.
- * Supervision of furniture manufacturing work.
- * Maintaining stock & providing raw materials in workshop/site.
- * Communicating instructions to supervisors and labors.



Science Teacher @Munam Public School, Hzb

2 years of teaching experience in primary school as
science subjects.



MY SKILLS & EXPERTISE

MS Office



ADCA+



Operating System



Photo/ video editing



Internet & Multimedia



SEO & Marketing



LANGUAGE

• English



• Urdu



• Hindi

