

Joynal Abedin

Account Manager

CONTACT INFORMATION

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Date of birth: Dec 15, 1989
Nationality: Bangladeshi



OBJECTIVE

Customer-oriented and diligent account manager with a proven track record and 8 years of experience in sustaining customer satisfaction and generating revenue on a nationwide scale. Have successfully built networks and relationships and business partnerships for the company’s benefit. Possess remarkable communication and interpersonal skills and work great among teams.

EXPERIENCE

Muscat, Oman
Aug 2022 - Present

Director of Human Resources
Five Star Business LLC

- Collaborated with department heads to design an employee engagement strategy to boost morale through several impactful business changes
- Mentored and trained two HR assistants in the company policy and best personnel recruitment processes
- Crafted and executed a formal performance management process to allow for accountability through all levels of the business departments

Dhaka, Bangladesh
May 2016 - Dec 2021

Account Manager
Star Tech Bd

- Wrote and presented business proposals to prospective clients
- Collaborated with clients from various industries to create effective digital marketing campaigns
- Managed simultaneous projects on various clients’ accounts on a rolling basis
- Trained, hired and mentored bookkeepers ensuring adherence to sound accounting practices
- Improved relationships between vendors by streamlining accounts payable processes

Gulshan, Dhaka, Bangladesh
Jul 2014 - Jan 2016

Staff Accountant
Hemas Consumer Brands (Pvt.) Ltd.

- Prepared financial statements and monthly/quarterly reports for review by the senior accountant and upper-level management. Ensured the accuracy and timely delivery of all reports.
- Communicated with collection initiatives to close out past-due accounts.
- Handled office administrative activities, including data entry and correspondence. Created backups of digital data to prevent data loss.

EDUCATION

Chittagong, Bangladesh
Jun 2013 - Aug 2015

Masters of Business Administration
International Islamic University Chittagong

Dhaka, Bangladesh
2009 - Apr 2013

Bachelor of Business Studies
National University Bangladesh

Cumilla, Bangladesh
May 2006 - Aug 2008

Higher Secondary School Certificate
Cumilla Education Board

Cumilla, Bangladesh
Jan 2001 - Mar 2005

Secondary School Certificate
Cumilla Education Board

LANGUAGES

Bengali
Native

English
Advanced

Arabic
Intermediate

Hindi
Intermediate

SKILLS

Microsoft office
Tally ERP

Microsoft Word
SAP