



ASIF HASAN MAHMUD

"Always go with the choice that scares you most, because that is the one that is going to help to grow".

SKILLS

- MS Office Suite: ●●●●●
- Team Player: ●●●●●
- QuickBooks: ●●●●●
- Data Analysis: ●●●●●
- Communication: ●●●●●

PROFILE

Seeking a placement in reputed and well-established organization, where I can utilize my creative talents, skills, management potentials showing strong sense of responsibility and devotion to build a bright career to develop the

CONTACT

- 01680077728
- 01556368424
- asifhasanmahmud@gmail.com
- [linkedin.com/in/asifhasanmahmud/](https://www.linkedin.com/in/asifhasanmahmud/)
- B-3/E-10 JoyNagar Govt. Apartment Complex, Mirpur-13, Dhaka-1216.

CERTIFICATION

Achieved "Magna Cum Laude" Award for academic excellence in Master of Business Administration.

Achieved Dean's Honourable Award for upholding GPA 3.94 during, Spring and Fall 2017-2018 semester.

Completed a certified national course in "Food & Beverage Production" from National Hotel & Tourism Training Institute.

WORK EXPERIENCE

Senior Executive, Accounts at Quality Steel / October 2021 – Running

Accountant at Quality Steel successfully managed financial transactions and prepared accurate statements. Proficiently utilized MS Excel to streamline reporting and conducted a thorough financial analysis to provide valuable insights. Demonstrated expertise in accounts payable/receivable, budgeting, and reconciliations, contributing to improved cash flow.

Executive, Accounts at Truck Lagbe Ltd. / January 2019 – February 2020

Maintained petty cash, prepare discount payments, prepare different invoices, reconcile different banks, maintain bookkeeping in accounting software, and handle customer services and complaints.

Internship at Euro Décor / October 2018 – December 2018

As an intern, I was involved in client handling, bill collection, making quotations, mobile communication with clients, and setting up schedules for corporate meetings.

EDUCATION

Master of Business Administration in Finance (2017-2018)

American International University of Bangladesh CGPA – 3.94

Bachelor of Business Administration in Finance (2011-2015)

East West University CGPA – 2.78

Higher Secondary School Certificate in Business Studies (2008-2010)

Dhaka Commerce College GPA – 4.30

Secondary School Certificate in Business Studies (2006-2008)

Motijheel Govt. Boy's High School GPA – 4.50

PERSONAL INFORMATION

- Father's Name : Late Md. Sultan Mahmud
- Mother's Name : Samsun Nahar
- Date of Birth : June 4, 1993.
- Nationality : Bangladeshi
- Blood Group : B (Positive)
- Permanent Address : House no- 05, 1/3 V-Aid road, Munshipara, Gaibandha.

REFERENCES

Mohammad Ridwanul Bari
Owner & CEO
QUALITY STEEL
Cell: 01675573806

Sanjay Kumar Saha
Manager Accounts and Finance
Truck Lagbe Limited
Cell: 01912854590

SIGNATURE

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