



## MD NUR ALAM

Al Ain, Abu Dhabi, UAE  
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### PROFILE

A dynamic professional with **10** years of experience in handling Accounting and Admin functions, have done Master's degree. I am looking for a challenging job, which has opportunities of infinite success in Accounts & Admin, where I can be fully efficient and effective, and where I can work hard for the growth of the organization as well as for improvement in my own professional skills.

### PERSONAL INFORMATION

Father's Name: Md. Sharif Ullah  
Mother's Name: Nur Mahal  
Date of Birth: 1<sup>st</sup> January 1991  
Gender : Male  
Nationality: Bangladesh  
Religion: Muslim  
Passport Number: A00112755  
Visa Expiry Date: 01/02/2024

### EDUCATION

Master's degree from University of Dhaka under Government Bangla College, Dhaka, Bangladesh, Achieved 2nd Class in the year of 2016.

### WORK EXPERIENCE

#### 1. Mohd Al Jahouri for Real Estate & General Maint. CO. L.L.C Al Ain, Abu Dhabi, UAE

❖ Accountant – 02/2022 to Current

#### **Roles and Responsibilities:**

- Managing and overseeing residential or commercial properties on behalf of owners or investors.
- Advertising and marketing available properties to attract tenants.
- Screening and selecting tenants, negotiating leases, and managing lease renewals.
- Coordinating repairs, maintenance, and improvements to properties.
- Collecting rent, managing budgets, and maintaining financial records.
- Addressing tenant inquiries, complaints, and disputes.

#### 2. ALLIED COATINGS AND CHEMICALS LTD. DHAKA, BANGLADESH

❖ Officer (Accounts & Admin) – 12/2013 to 03/2021

#### **Roles and Responsibilities:**

##### About Accounts & Finance:

- Check, verify and process of Invoices for Payment timely & accurate manner.
- Dealing with Bank & other financial Institution, Auditors, and any related regulatory affairs.
- Maintain all activities of accounts department (like: cash book, voucher entry & cash disbursement etc.)
- Performed accounts payable procedures sorted and delivered daily mail, archived and retrieved records, performed weekly vendor and employee expense check runs.
- To perform various analytical tasks as per management's requirement.

##### About HR & Administrative:

- Assist to recruitment, selection & placement as per approved HRP.
- Schedule and organize interviews.
- Maintain all of employee's attendance activities, leave state, salary adjustment and individual salary statement.
- Coordinate with internal departments time to time for admin issue.
- Maintain all records of staffs, workers & officers and other letters related to HR & administrative nature.
- Making office memo, notice & other documents for office use.

## LANGUAGES

English – C2 (Proficient/Fluent)

Hindi – C1 (Advanced)

Arabic – B1 (Intermediate)

Bangla – Native

## KEY ACHEIVEMENTS

- Completed System Application Software (SAP) Training.
- Completed basic IT training.

## EXPERTISE AND SOFT SKILLS

### **Proficient in software:**

- Strawberry for Real Estate Company
- System Application Software (SAP)
- Online Sales Management System
- MS Office (Excel, Word, Power Point)
- Office Outlook
- Browsing Internet
- Windows Operating System

### **Others:**

- Reliability
- Teamwork
- Initiative
- Problem-solving
- Technological awareness
- Report writing

## ACTIVITIES AND INTERESTS

- Travel
- Football
- Reading
- Watching Movie

## WORK EXPERIENCE

3. **ACI LOGISTICS LTD.**  
**DHAKA, BANGLADESH**  
❖ **JR. OFFICER MIS – 04/2012 TO 11/2013**

### **Roles and Responsibilities**

- Order Collection & execution
- Sells collection & monitoring
- Warehouse stock management
- Accounts management
- All types of documentation activities
- Making smooth distribution to outlet as per demand.
- Ensure the delivery within due time.
- Financial reporting to financial department monthly.
- Lead a hi-tech team for better distribution.
- Sort the lacking of disbursement.
- Maintaining all information of the company as per rules.
- Monthly reporting of total analysing of the distribution sector to management.

## CORE COMPETENCIES

- Possess effective communication skills, interpersonal skills, people management skills and a strong personality.
- Highly positive attitude, adaptable to demanding situations
- Keep up dated constantly with trends and practices in area of specialization, good learner