



# MOHAMMED ZONAYET ABBAS

**Nationality:** Bangladeshi

**Date of Birth:** 27 Sept 1998

**Passport No:** A01402353

**Passport Exp Date:** 25 Feb 2033

**Visa Status:** Visit Visa

**Mobile:** 0563918351

**Email:** [mdzonayet124@gmail.com](mailto:mdzonayet124@gmail.com)

**Postal Address:** Naif Signal, Deira Dubai, United Arab Emirates

**LinkedIn URL:** [www.linkedin.com/in/mohammedzonayetabbas124/](http://www.linkedin.com/in/mohammedzonayetabbas124/)

## SUMMARY

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A highly motivated Finance graduate & post graduate who is able to provide key analytical support to company managers. Ambitious and looking forward to playing a vital role in financial decision-making and adding significant value to a organization. A high performing individual, demonstrating drive, enthusiasm and initiative, with the ability to work well under pressure, consistently delivering quickly and accurately and able to priorities to ensure deadlines are met whilst maintaining a high standard of analysis and insight.

## EDUCATION

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September 2022

**Master of Business Administration-Finance (Attested Certificate)**  
**Port City International University**

- One year Master's program (2021-2022)
- **CGPA-3.54 out of 4.00**
- MBA finance opens up various opportunities for students in the financial world allowing the aspirant to learn to analyze the company's reports, forecast economic trends how to maximize the stock values, balance risk and profitability, and at last investment portfolio management

May 2021

**Bachelor of Business Administration-Finance (Attested Certificate)**  
**Port City International University**

- Bachelor courses started from 2017 and finished 2021 (Four Years Duration)
- **CGPA-3.41 out of 4.00**
- Coursework in Financial Decision Making, Management Accounting, Financial Information System, Business Analysis, Tax Accounting, Auditing, Business Law, International Business Operation, Financial Management, Law of Commerce, Innovative Business Operations

November 2016

**Higher Secondary Certificate (Attested Certificate)**  
**Nazirhat College**

**GPA-3.50 out of 5.00**

Background Business Studies

June 2014

**Secondary School Certificate (Attested Certificate)**  
**Forhadabad High School**

**GPA-4.63 out of 5.00**

Background Business Studies

## EXPERIENCE

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January 2021 - May 2021

**Intern**

**FIRST SECURITY ISLAMI BANK LIMITED**

- Sorted and organized materials such as physical files, tracking spreadsheet and reports
- Answered incoming telephone calls, took down messages and provided information
- Managed various company departments by answering phones, delivering files and mailing correspondence
- Operated multi-line telephone system to answer calls, making outgoing calls and taking messages

## **VOLUNTEER EXPERIENCE**

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2014 June-2016 January **Bangladesh National Cadet Corps (BNCC)**

- BNCC cadets work together with Army, Navy, Air Force as well as Civil Defense authority in national integrity and emergencies.
- Besides receiving military and other types of training, the cadets are also involved in social work.

2020,31 January **Certification of Achievement (IQ MASTER-2020)**

- A beautiful IQ competition where participating with thousands competitor & which was certified by East Delta University.

## **SKILLS**

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### **Communication:**

- ✓ Experience communicating with internal and external stakeholders in role as intern in FIRST SECURITY ISLAMI BANK LIMITED. Strong written communication skills. Proficient in both English and Bengali

### **Analytical and Problem-Solving Skills:**

- ✓ Analytically focused, participated and completed some coursework where complex data of companies were undertaken to determine appropriate requirement in terms of finance-accounting values. After collecting the daily data of FSIBL & posting within a short time period, immediately solving the all types of voucher issues at the same time.

### **Teamwork/Leadership:**

- ✓ Can work well as a team, when I was at BNCC I have been involved many group or team where every member help to each other to achieved successful outcomes. As well as working at the data entry level we have also worked as a teamwork there.

### **Driving Skills:**

- ✓ Holding driving license of Bangladesh (Motor Bike & Light Vehicle)

### **Language Skills:**

- ✓ English (Expert)
- ✓ Bangla (Native)

### **IT Skills:**

- ✓ Microsoft Office- Word, Excel, PowerPoint
- ✓ Tally.ERP 9 Software
- ✓ Browsing Skills
- ✓ G-suite - Google Doc, Drive, Slides, Sheet

### **Interests:**

- ✓ Keeping up to date with new technological gadgets, Tech-savvy
- ✓ Specially I like to play cricket, watch cricket & gaming
- ✓ Animal Care
- ✓ Love to travel

## **Certification**

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I declare that the information provided in this is correct, true and complete to the best of my knowledge and belief. If any information is found false, incorrect, incomplete or if any ineligibility is detected any action can be taken against me by the Authority including cancellation of my candidature.

Sincerely Yours

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Mohammed Zonayet Abbas