



# MUHAMMAD PEARUL ISLAM

To obtain a challenging position that will facilitate my career development & generate opportunity to contribute my education & experience in an innovative environment.

## PERSONAL DETAILS

Mobile : +971 54 493 2180  
Email : rimon141988@gmail.com

Address : 1201,  
Salam Bombay bldg,  
Electra Street,  
Abu Dhabi, UAE

Visa : Cancel Visa  
Nationality : Bangladesh  
Passport No : B00348496  
Marital Status : Married

## ACADEMIC CREDENTIALS

### Masters of Business Administration (MBA)

Grade : 3.04 ( Out of 4.00)  
Subject : Finance & Banking  
Passing Year : 2013  
International Islamic University,  
Chittagong (IIUC)

### Bachelor of Business Administration (BBA)

Grade : 3.344 ( Out of 4.00)  
Subject : Finance & Banking  
Passing Year : 2010  
International Islamic University,  
Chittagong (IIUC)

## CERTIFICATION (British Council)

### IELTS : Score - 6.00

Speaking : 6.5  
Writing : 6.00  
Reading : 6.5  
Listening : 5.5

## COMPUTER PROFICIENCY

> WINDOWS  
> MS WORD  
> MS EXCEL  
> MS POWERPOINT

## KEY SKILLS

- ◆ Administrative Support
- ◆ Accounts Management
- ◆ Financial Tasks
- ◆ Inventory Management
- ◆ Record Keeping
- ◆ Communication Skills

## EXPERIENCE

### CONTENT EDITOR - CUSTOMER SERVICE - QC

Al Zaabi, (Fepy.Com), E-Commerce, Abu Dhabi, UAE  
Sep 26,2022 to August 10, 2024

#### Core Responsibilities

- ◆ Entering new product in website such as title, description, price, features, specification and Image as well as URL Key.
- ◆ Translating details from English to Bangla.
- ◆ Quality Checking all the product entered in website by using Magento Backend.
- ◆ Responding to customer inquiries and referring clients to the proper channels.
- ◆ Reviewing, Tracking & Fixing purchase orders and shipping documents to ensure accuracy.

### FINANCE & ADMINISTRATION OFFICER

#### UNDP, Bangladesh

2014 to 2020

#### Core Responsibilities

- ◆ Recording, reconciliation, tracking of financial activities of core project.
- ◆ Liaise with & review budget & expenditure & prepare monthly reports & other data as required.
- ◆ Undertake general admin tasks under the direction of Project Manager.
- ◆ Counted cash register drawer at beginning & end to shift.

### OFFICER

#### Standard Bank Ltd, Agrabad Branch, Chittagong, Bangladesh

2011 to 2012

#### Core Responsibilities

##### 1. General Banking

- ◆ Maintenance of Deposit A/C savings, Current Accounts, Short term Deposit etc.
- ◆ Handling Transfer Transaction.
- ◆ Operation of clearing house.

##### 1. Foreign Banking

- ◆ Issuance of Foreign Demand Draft (F.D.D), T.T (Telegraphic Transfer).
- ◆ Disbursement of the cash of incoming F.T.T.

## LANGUAGE PROFICIENCY

English : Good  
Bengali : Native  
Hindi : Good

I undersigned, hereby declare that I will be responsible for any wrong information provided here