




## Mohammed Abu Zafar

**Date of birth:** 15 Jun 1986


**Nationality:** Bangladeshi


**Gender:** Male


### CONTACT

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 <https://wa.me/qr/QRPQJZE764E4E1>  
(WhatsApp)

### ABOUT ME

To have a prospective position in any organization to enjoy challenging career, achievement in profession, scope of creativity and a handsome remuneration.

### WORK EXPERIENCE

**1 NOV 2020 – CURRENT** DUBAI, United Arab Emirates

**Senior licensing manager** MOHAMMED MAMUN  
TECHNICAL SERVICES LLC

I have been working in this company since 2000 mainly as a working partner and my main job is to work as a manager. I look after the complete accounts and complete calculations. I provide an annual plan for the proper use of all the resources and funds of the company and give suggestions to the higher authorities of the company. ALL the time to carry out the tasks within the specified time every day according to the plan. Because of my team work, every year my company is able to advance towards successive improvements.

**1 OCT 2022 – CURRENT** Dhaka, Bangladesh

**Operations administrator** Mahima Food & Beverages  
Limited

Since 2000 when I am working in my company in Dubai, due to covid-19 I have to come to Bangladesh. In 2022 I got a job offer from Mahima Food & Beverage Limited Company. After I went to them and explained my personal experience equally about the job in Dubai, they accepted me as an Option Manager for six months. Since then I have been working in Mahima Food & Beverage Limited as Operations Manager, Country Manager and also As a consultant for every six months

**1 JAN 2017 – 1 OCT 2019** Chattogram, Bangladesh

**Accounting office manager** Ahmed Transport and Logistics

- month and end-year process
- accounts payable/receivable
- cash receipts
- general ledger
- payroll and utilities
- treasury, budgeting
- cash forecasting
- revenue and expenditure variance analysis
- capital assets reconciliations
- trust account statement reconciliations,
- check runs
- fixed asset activity
- debt activity
- Monitor and analyze accounting data and produce financial reports or statements
- Establish and enforce proper accounting methods, policies and principles
- Coordinate and complete annual audits
- Provide recommendations
- Improve systems and procedures and initiate corrective actions
- Assign projects and direct [staff](#) to ensure compliance and accuracy

- Meet financial accounting objectives
- Establish and maintain fiscal files and records to document transactions

**1 APR 2013 – 31 DEC 2016** Chattogram, Bangladesh

### Accounting office manager Mohsena Tour And Travels Enterprise

- Maintaining positive relationships with vendors of direct travel, such as car rentals, hotels, and airlines.
- Negotiating preferred rates with vendors of direct travel.
- Planning travel accommodations, booking flights, hotels, car rentals, and coordinating activities.
- Managing and processing all travel-related documentation, including payments, itineraries, visas, medical, and legal forms.
- Assisting with any travel-related issues that may arise.
- Researching travel deals and evaluating prices and services.
- Arranging travel accommodations for business visitors.
- Creating, optimizing, and monitoring corporate travel policies.
- Preparing travel budget reports.
- Analyzing and preparing reports on travel spend.

**1 JAN 2009 – 31 DEC 2012** DUBAI, United Arab Emirates

### Office Incharge Mamun Ahmed Electronic Trading L.L.C

- maintenance of computers
- relations with suppliers
- To Daily Accounts maintain.
- To Ministry of Labour (UAE) all files typing.
- To Provide Daily, Weekly, Monthly Report (Sales & Marketing)
- To Developed Company Business Provide Them New Plan.
- To Worker maintains in working site.
- To Sales Report, Handset Report.
- Monitoring & Controlling worker activities.

**1 MAR 2006 – 31 MAR 2009** Chattogram, Bangladesh

### IT Executive Grameenphone Limited

- To Transfer Flexi load, Bill pays Throw Internet Web Site,
- To Send Sales Report, Handset Report, DATA Card Report.
- To Making Sales Target for Sales Executive & Supervisor.
- To Provide Daily, Weekly, Monthly Report (Sales & Marketing)
- To Developed Company Business Provide Them New Plan.
- To Run Software DSTS (Oracle Based), all kinds of sales tracking.
- To Achieve Pending Paper Received target.
- To Monitor Paper Quality activities for STS.
- To Ensure Paper Quality availability for SE.
- Preparing DSTS, SIM Issue, Sales, Return report.
- Monitoring & Controlling SE activities.
- And all Other activates Via Computer.

## EDUCATION AND TRAINING

**1 JAN 2006 – 30 DEC 2009** Chattogram, Bangladesh

### Bachelor Business Studies (B.B.S) Chittagong Government Commerce College

Field of study management | Final grade Management

## LANGUAGE SKILLS

**MOTHER TONGUE(S):** Bengali

## Other language(s):

### English

**Listening** B2  
**Reading** B1  
**Writing** B1

**Spoken production** B1  
**Spoken interaction** B1

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### Hindi

**Listening** C1  
**Reading** A1

**Spoken production** A2  
**Spoken interaction** A2

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*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## DIGITAL SKILLS

Microsoft Office | Social Media | Adobe (Photoshop, InDesign, Dreamweaver) | In-house software application

## VOLUNTEERING

**1 JAN 2006 – CURRENT** Bangladesh

### ● **blood Donor**

22 time O+ positive blood type Donated Happily.

**20 APR 2024 – 21 APR 2024** Dubai, United Arab Emirates

### ● **Emirati Marshals Program**

**I am a marshal working in race control for the UAE Tour Woman 2024 , Woman World Cycling Race 1st stage in Dubai harbor.**

Link <https://www.theuaetourwomen.com/stages/stage-1-dubai-stage/?lang=en>

## HOBBIES AND INTERESTS

- **Football**  
Write here the description...
  - **Cricket**
  - **Handball**
  - **Swimming**
  - **Gardening**
  - **Farming**  
Write here the description...
- 

*I certify that the information provided in this resume is true and accurate to the best of my knowledge." "I hereby declare that the details furnished above are true and correct." "The information presented in this resume accurately reflects my qualifications and experience*

Chattogram, 1 May 2024



Mohammed Abu Zafar