



Syed Habibul Haque

CONTACT

📍 Al Qusais Ind Area 1, Dubai, UAE - 4375

📞 +971 52 376 8929 / +971 55 510 0834

✉️ habibul789@gmail.com

SKILLS

- QuickBooks expert
- Account reconciliation processes
- VAT returns
- Payroll processing
- Data analytics

- AutoCAD proficiency
- Quotation procedures

- Treatment planning
- Prescription management
- General health assessments
- IV & IM drug therapy management
- Blood pressure & Diabetes Checking
- Diagnostic testing

LANGUAGES

ENGLISH

Fluent
IELTS Overall Score 4.5

HINDI

Fluent

BENGALI

Native

ARABIC

Beginner

PROFESSIONAL SUMMARY

Accounting professional versed in internal controls, taxation and business accounting practices. Focused on helping improve financial solvency with optimized systems and accurate forecasting. Diligent about auditing records and maintaining compliance standards.

WORK HISTORY

ACCOUNTANT **10/2023 - Current**
LEADER SMART DOORS AND WINDOWS MANUFACTURING LLC - Dubai, UAE

- Generated invoices based on established accounts receivable schedules and terms.
- Organized and carried out month-end, quarterly and year-end processes.
- Tracked tax, invoicing and budget information accurately using QuickBooks.
- Maintained accurate records of all company transactions for future reference.
- Managed petty cash transactions, safeguarded company resources.
- Managed payroll by tracking employee hours and entitlements.

MANAGING DIRECTOR **01/2015 - 06/2023**
MIM MEDICINE CENTER AND IT CORNER - SYLHET, BANGLADESH

- Ordered and purchased pharmaceutical supplies, medical supplies and drugs.
- Educated patients about correct medication dosage and storage.
- Supplied non-prescription medicines, diagnostic and therapeutic aids, providing advice to customers on effective usage.
- Managed pharmacy budgets through inventory management.
- Worked with other healthcare professionals to review quality of drugs.
- Directed day-to-day work of 05 (Five) employees and motivated teams to exceed objectives.

COMMUNITY HEALTH CARE PROVIDER **10/2011 - 06/2023**
MINISTRY OF HEALTH - DHAKA, Bangladesh

- Assessed diagnostic findings to determine patient treatment plans.
- Ordered diagnostic tests to gather data about patient conditions and inform treatment planning.
- Educated patients and community members about disease prevention and general wellness to boost awareness of public health issues.
- Used oral, topical and IV medications to manage patient symptoms.
- Prioritized health problems to assist patients in complex, urgent or emergency situations.
- Managed emergency situations effectively, prioritizing patient safety.

EDUCATION

Masters of Social Science: Political Science, 05/2011 - 12/2013

NATIONAL UNIVERSITY OF BANGLADESH
- DHAKA, Bangladesh

Bachelor of Arts: Management, 05/2007 - 04/2011

NATIONAL UNIVERSITY OF BANGLADESH
- DHAKA, Bangladesh

Higher Secondary Certificate: Business, 01/2005 - 04/2007

TAZPUR DEGREE COLLEGE - SYLHET, Bangladesh

HOBBIES AND INTEREST

- Enjoy traveling, meeting new people and experiencing different culture and Attitude.
- Continuous knowledge building as a means of professional development and Self-actualization.

PERSONAL INFORMATION

- Passport No: A 10979700
- Date of birth: 30/11/1987
- Gender: Male
- Nationality: Bangladeshi
- Marital status: Married
- Religion: Muslim
- Visa status: Employment

CUSTOMER RELATIONSHIP OFFICER

01/2009 - 09/2011

United Leasing Company Limited (ULCL) - SYLHET, Bangladesh

- Assessed market and competitor activity to remain ahead of trends.
- Promoted new and updated services to increase customer retention.
- Advised customers on availability, pricing and location of products.
- Advised clients on relevant insurance for maximized investment security.
- Improved loan application process by implementing efficient software.
- Originated, reviewed, processed, closed and administered customer loan proposals.

ACCOMPLISHMENTS

- International Centre for the Advancement of Community Based Rehabilitation (ICACBR) Completion Certificate for ICACBR's Online Program in **Disability in the Community**, Community Based Rehabilitation (CBR) and International Development, Queen's University, Kingston, Canada, On March 31st, 2017 in Savar, Bangladesh
- Completed the E-learning course on "**Infant & Young Child Feeding (IYCF) Practices**", Ministry of Health and Family Welfare, Government of the People's Republic of Bangladesh
- Completed the E-learning course on "**Rational Use of Drugs in Community Clinics**", Ministry of Health and Family Welfare, Government of the People's Republic of Bangladesh
- Completed the **Pharmacist Course** on Pharmacy Council of Bangladesh

REFERENCES

References available upon request.

DECLARATION OF AUTHENTICITY

I do hereby declare that all information presented here are true to my knowledge. If required and where applicable, this document can be supported by appropriate authentic certificate of papers.