**CURRICULUM VITAE**

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**OF**

**Shek**

***PERSONAL PROFILE***

Name : [Shek.331673@2freemail.com](mailto:Shek.331673@2freemail.com)

Date of Birth : 1st Jun, 1991

Nationality : Bangladeshi

Religion : Islam

Marital Status : Single

Visa Status : Transferable

Applying for any suitable position

***EDUCATION QUALIFICATION***

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| --- | --- | --- | --- | --- |
| **Degrees or Standards** | **School** | **GPA** | **Year** | **Location** |
| Bachelor of Business Administration (**BBA**) | Qatar University | 2.94 out of 4 scale | 2016 | Doha, Qatar |
| Higher School Certificate (**HSC**) | Bangladesh MHM School & College | 4.40 out of 5 scale | 2011 | Doha, Qatar |
| Secondary School Certificate (**SSC**) | Bangladesh MHM School & College | 3.88 out of 5 scale | 2009 | Doha, Qatar |

***Major & minor related courses cover for the fulfillment of BBA are as follows:***

**Major in Accounting:** Financial Accounting, Managerial Accounting, Cost & Managerial Accounting, Intermediate Accounting 1 & 2, Auditing 1 & 2, Accounting Information Systems, Government Accounting and Advance Accounting.

**Minor in Finance:** Principle of Finance, Corporate Finance, Islamic Banking & Finance, Financial Market & Institutions, Investment and Portfolio Management.

***LANGUAGE PROFICIENCY***

**Name of language Understanding Reading Writing Speaking**

English Fluent Fluent Fluent Fluent

Arabic Beginning Beginning Beginning Beginning Hindi Good No No Fluent

Bangla Advance Advance Advance Advance

***COMPUTER KNOWLEDGE***  **level**

* Office Automation (Microsoft Office: Word, Excel, Power point) Advance
* Internet Advance
* Oracle Beginning
* Computer software for Accountancy and general purpose Intermediate

***EXPERIENCE***

* Work as a trainee in Al Sawari Holding (Sheikh Faisal Private Office) from June 2016-July 2016
* Attend Nasmou Program in Spring 2016 in Qatar University
* Develop a Business plan for Venus Travels and Hypermarket, Doha-Qatar

***SKILLS Accomplishment***

* Able to write official letter or documents Prepare Financial Statements
* Able to lead a team Budgeting
* Able to work as a team member Statements Reconciliation
* Have sound knowledge on computer Prepare payment order
* Have interpersonal skills Prepare invoice
* Able to design Power Point Slides

***INTEREST***

* Reading Newspaper
* Watching game
* Working with computer

**Valid light vehicles licenses**

Reference: Available upon request