

Mohammed Elias Hasan

Al Attiyah Market, Industrial area
Doha, Qatar
Phone: 66735510
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Career Objective:

To obtain a position in a zestful & progressive company where my creative approaches, innovative potentials & experiences can be effectively utilized.

Working Experience:

Employer Name & Location: Unimoni Exchange LLC (former UAE Exchange), established itself as a trusted money transferrer in Qatar since 2007 by taking care of the remittance and foreign exchange needs of communities in the most efficient, reliable and affordable manner.

Job Title 1: Assistant Manager, Finance & Accounts Department. Transferred from Branch Operation to Head Office & working from 25th March 2010 to 19th January 2022.

Responsibilities:

- Carrying out the daily accounting activities such as posting payments & receipts, reconciling the bank, sundry debtors(customer), sundry creditors(supplier), Xpress Money, cash advance to staff & cash short statement for the branches on a daily basis.
- Western Union reconciliation & settlement on a daily as well as monthly basis. Handling other queries relating to Western Union.
- Making the funding statement for different parties daily.
- Reconciling the different remittance accounts monthly.
- Fixed asset & depreciation accounting.
- Making Balance Sheet & Income Statement for the branch and company as a whole.
- Handling monthly closing of books of accounts.
- Handling yearly financial audit.
- Making different kinds of reports for submitting to Qatar Central Bank.
- Making MIS Reports.

Job Title 2: Junior Officer, Remittance Operation. Worked from 13th May 2009 to 24th March 2010.

Responsibilities:

- Making remittance transaction.
- Handling cash and foreign currency.
- Handling customer complaints relating to remittance transfer.

Professional Qualification:

**Association of Chartered Certified Accountants (ACCA)
Part Qualified** (Skilled Level Completed)

Academic Profile :

Master of Business Administration (MBA-2008)
International Islamic University Chittagong (IIUC)
CGPA: **3.917** (Out of 4)
Major: **Finance & Banking**

Bachelor of Business Administration (BBA -2006)
International Islamic University Chittagong (IIUC)
CGPA: **3.769** (Out of 4)
Major: **Finance & Banking**

Higher Secondary Certificate Examination (Science)
Year of Passing: **2001**
Government City College
◇ **Second Division**, Chittagong Board.

Secondary School Certificate Examination (Science)
Year of Passing: **1998**
Government Muslim High School
◇ **First Division**, Chittagong Board.

Internship Experience:

- **Company:** NCCBL, O.R. Nizam Road Branch, Chittagong
- **Duration:** 3 months
- **Topic:** General Banking & Foreign Exchange.

Computer Knowledge:

- **Operating Systems:** MS-DOS, Windows XP/Vista/Seven/Ten/Eleven
- **Application Packages:** MS-Word, MS-Excel (**VLOOKUP, Pivot Table, ifs formula etc.**), MS-Access, Power Point.
- **Internet:** Used to operating by Netscape, Hotmail, Yahoo etc.

Curricular Activities:

- Founder and Chartered member of IIUC Business Club.
- Chief event organizer about 10 seminars and workshop under IIUC Business club.

Biography:

Name	Mohammed Elias Hasan
Father's Name	Mahbub Alam
Mother's Name	Mrs. Arfa Begum
Address	C/O-Hazi Omar Ali Showdagor House, PO- Nur Ali Bari, PS- Hathazari, Chittagong-4337, Bangladesh.
Contact No	Cell: 66735510
E-mail	eliasrubel@yahoo.com ,
Permanent Address	
Date of Birth	20 th March, 1982
Marital Status	Married
Religion	Islam
Nationality	Bangladeshi
Visa Status	Transferable Work Visa
Driving License	Holding Qatar driving license

Key Strength:

- Honest, sincere, hard working, energetic, confident, positive.
- Comfortable being as a team worker.
- Quick learner.

Language Proficiency:

Bangla: Vernacular.

English: Proficient in all aspects.

Hobbies:

- Traveling, reading novel, music, movies, internet browsing.

Competencies:

- Well organized, able to work under pressure, skilled in time management, composed and action oriented, self motivated, able to function in a diverse team, honestly is the best policy that I can offer.

References:

1. Mohammed Muslem Uddin
Business Manager-Bangladesh
AL Zaman Exchange WLL
P.O. Box- 23497, Souq Najada
Doha, Qatar
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2. Dr. Salahuddin Mamun Chowdhury,
M.B.B.S., M.D. & M.C.P.S.
Assistant Professor, Internal Medicine
Noakhali Medical College
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Mobile No- +8801819-434914.

Certification:

I, undersigned, certify that to the best of my knowledge and belief, this resume correctly describes my qualifications and my self. Any willful misstatement described herein may lead to my disqualification or dismissal, if job opportunity provided.

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Mohammed Elias Hasan