

# Abul Hasan Ashik

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## Personal Information

Residence: Doha, Qatar

Visa Status: (Work Visa) Transferable

Nationality: Bangladeshi

## Career Objective

Detail oriented and reliable Accounting & Cash Handling Professional with proven experience in managing daily financial transactions, reconciliation, and reporting. Skilled in cashiering, customer service, and maintaining accurate records with strict confidentiality. Seeking to contribute my expertise in financial operations and customer service to Gulf Exchange in Qatar.

## Key Skills

- Cash Handling & Reconciliation
- Accounting & Bookkeeping
- Customer Service & Front-Desk Operations
- Invoicing, Billing & Receipts Management
- Daily Transaction Reporting
- Microsoft Excel & MS Office
- Financial Record Keeping
- Attention to Detail & Accuracy
- Problem-Solving & Time Management
- Strong written and verbal communication skills in English

## Professional Experience

### CTG SMART WORKSHOP & TRADING – Accountant

Doha, Qatar | Nov 2024 – Present

- Managed daily cash transactions, invoices, and receipts.
- Handled payments, refunds, and account adjustments with accuracy.
- Balanced cash drawer and reconciled daily records.
- Maintained vouchers, invoices, and financial documents.
- Assisted in expense reports and monthly financial summaries.
- Delivered front-desk customer service and support.
- Ensured confidentiality and compliance with financial policies.

### Fiverr | Freelance Project Manager & UI/UX Designer

Remote | Sep 2023 – Aug 2024

- Delivered 14+ projects, including websites for a USA-based construction company and a home care service ("Koi Health Care").
- Managed client communication, ensuring designs met business goals and user needs.
- Coordinated project timelines and resources, ensuring on-time, high-quality results.
- Built strong client relationships, achieving high satisfaction and repeat business.

### HinTekk LLC | Product Designer

USA (Remote) | Jan 2022 – Aug 2023

- Designed e-commerce and ride-sharing platforms for clients in Africa and the Middle East.
- Worked closely with cross-functional teams to meet project milestones on time and within budget.
- Streamlined design processes and improved communication between design and development teams.

### Nurency Digital | UI/UX Design Intern

Dhaka | Jul 2021 – Dec 2021

- Contributed to responsive web and mobile app designs, under mentorship.
- Assisted in wireframing, prototyping, and landing page design for high conversion.
- Supported team coordination to ensure smooth project execution and client alignment.

## Education

### National University of Bangladesh

(Jan 2018 – Dec 2021)

BA in English Language & Literature

### Google UX Design Professional Certificate | COURSERA

(Jan 2021 – Jun 2021)

## Language

English – Fluent

Hindi – Fluent

Bangla – Native