



# MUSAMMET SHAHEEN AKTER

Sales and Marketing | Cashier | AML Analyst | HR Admin Cum Accountant

## CONTACTS

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- Doha, Qatar.

## PERSONAL DETAILS

- Nationality : Bangladeshi
- Date of Birth : 30-Nov-1996
- Gender : Female
- Visa Type : Family Permanent

## LANGUAGES

- ARABIC **Advanced** ●●●
- BANGLA **Advanced** ●●●●●
- ENGLISH **Advanced** ●●●●●
- HINDI **Advanced** ●●●●●

## SKILLS

- AML Compliance Background
- Policy Procedure Development
- Sales And Marketing
- Strong administration skill
- Negotiation & Multi-Tasking
- Documentation Review

### CUSTOMER SERVICE SKILL

- Strong Written And verbal communication skills.
- Critical thinking and problem solving.

### TECHNICAL SKILLS

- MS Office (Word, Excel & PP)
- HTML/DHTML
- Confident with
- Internet browsing.
- Data Entry (60+ wpm)
- Google Analysis
- Processing Mail

## SUMMARY

Family Analytical detail oriented professional with 7 years of extensive experience in providing exceptional services in different industry. Exceptionally organized and seeking a challenging career in a renowned organization where I can utilize my learning, knowledge and skills.

## PROFESSIONAL WORK EXPERIENCE

**Laibaah Cont. and Hospitality**-HR Admin Cum Accountant- 02/2023(Running)

Managed employees recruiting, hiring, retention and termination Assist in reviewing HR workflow Prepare financial reports as needed, review budget, payroll entries, invoices and other accounting documents Manage monthly choosing process Support and communicate with General manager to ensure all future and present employee, maintain website for posting open jobs Checking and verification of bills, supporting documents and relevant approval Manage internal and external email communication

**Al Zaman Exchange** - AML Analyst 02/2022 - 01/2023

Responsible for screening (name) of current banking customers for unusual or suspicious banking activity Perform Enhanced Due Diligence EDD for high risk/PEPS/large volume transactions Document internal circular, training records and AML reports Analyzed watch list output and made decision on appropriate action by reporting to the MLRO Focus attention on areas that pose high risk, participate in necessary training to attain knowledge Notify MLRO about AML/CFT system/control of the operation correction Assist in gathering information for external audit

**National Exchange** - Cashier 09/2019 - 08/2021

Executed customer transactions regarding Cash, money exchange, money order Proficient in using computer and other office equipment Trained new employees regarding money exchange Maintained professional and friendly relationship with customers

**One Bank Limited** - Internship Course 12/2018 - 05/2019

Worked with various departments in the bank including international relations, corporate banking, loans, administration, finance accounting, marketing, retail business development Assessed client's financial tuitions to develop strategic financial planning Organizes financial analysis, market research

**Talukdar Overseas** - Sales and Marketing 08/2016 - 09/2018

Expert with excellent administrative skills Cooperated with guests and advised them on the right destination, travel dates, etc. Entered data in software and met the profits Developed loyal clientele Worked with upper management to complete complex projects on a tight budget within specific timelines Maintained company-wide and specialized training for all business lines Created new tour packages and arranged and booked custom vacations Coordinated sales presentations

## EDUCATION QUALIFICATIONS

**International Islamic University Chittagong, Bangladesh**

Master of Business Administration – 2023(Running)

International Islamic University Chittagong.

**International Islamic University Chittagong, Bangladesh.**

Bachelor of Arts – 2019

English Language and Literature

International Islamic University Chittagong.

**Bangladesh Mohila Somity Girls High School & Collage, Bangladesh**

Intermediate – 2014 (Class-12)

Science

Bangladesh Mohila Somity Girls High School & Collage.

**Aparna Charon City Corporation Girls High School, Bangladesh**

Secondary School Certificate – 2012 (Class-10)

Science

Aparna Charon City Corporation Girls High School.