

PERSONAL INFORMATION

MD ANWAR HOSSEN



Place of Birth: Dhaka , Bangladesh

Phone Number: +008801921090784

E-mail Address: mdanwarhossen2007@gmail.com

Marital Status: Married

Sex Male| Date of birth 10/06/1993| Nationality Bangladeshi

JOB APPLIED FOR
POSITION

Delivery Driver

WORK EXPERIENCE

2012 to 2014

Computer Operator**JOYPARA CLINIC & DIAGNOSTIC COMPLEX LTD.**

Lotakhula Main Road,

Joypara,Dohar,Dhaka-1330

Email : joyparaclinic@gmail.com

Job Responsibilities:

- Provides data by operating a computer
- Determines sequence of operations by studying production schedule
- Performs defined tasks per documented instructions/processes
- Responds to incoming telephone calls, email, and voice mail inquiries from internal customers (within IT department) regarding computer-related problems

2015 to 2017

Accountant

JOYPARA CLINIC & DIAGNOSTIC COMPLEX LTD.

Lotakhula Main Road,

Joypara,Dohar,Dhaka-1330

Email : joyparaclinic@gmail.com

Job Responsibilities:

- ☐ Manage all accounting transactions
- ☐ Prepare budget forecasts
- ☐ Publish financial statements in time
- ☐ Handle monthly, quarterly and annual closings
- ☐ Reconcile accounts payable and receivable
- ☐ Ensure timely bank payments
- ☐ Compute taxes and prepare tax returns
- ☐ Manage balance sheets and profit/loss statements
- ☐ Report on the company's financial health and liquidity
- ☐ Audit financial transactions and documents

2017 to 2019

Electric Welder

RAM ZEL EARTH CONSTRUCTION.

Dammam, Kingdom of Saudi Arabia

2020 to 2022

Delivery Driver

RAM ZEL EARTH CONSTRUCTION.

Dammam, Kingdom of Saudi Arabia

- *Communicated clearly and professionally with customers to deliver first-class service.*
- *Observed customer delivery instructions prioritising safe secure deliveries.*
- *Greeted customers warmly and professionally to maintain positive company reputation*

EDUCATION AND TRAINING

- 2011 Higher Secondary Certificate (HSC)
Joypara Technical School and Collage
Joypara,Dohar,Dhaka, Bangladesh.
- 2009 Secondary School Certificate (SSC)
Joypara Technical School and Collage
Joypara,Dohar,Dhaka, Bangladesh.

PERSONAL SKILLS

Mother tongue(s) Bengali

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	Good	Excellent	Good	Good	Excellent
Hindi	Good	Excellent	Good	Good	Excellent
Arabic	Good				

Communication skills ▪ Good communication skills gained through my experience

Job-related skills ▪ Good command of quality control processes (currently responsible for quality audit)

Computer skills ▪ Good command of Microsoft Office™ tools
▪ Microsoft Office
▪ Micro Excel
▪ Adobe Illustrator
▪ Adobe Photoshop
▪ Excess Internet Browsing