
M AZIZULLAH JALIL



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OBJECTIVE

"Skilled accounting manager with five years of management experience seeking a position that welcomes my leadership and financial analysis experience while encouraging professional development and internal growth."

EXPERIENCE

NATIONAL MARBLE INDUSTRY- MARBLE GRANITE SUPPLIER

ACCOUNTS & MARKETING MANAGER

OCTOBER 2017-Present

Managing customer invoices & Record

Managing Vendors PO/Bills & Record

Managing Payroll of Employees

Reconcile Petty Cash & Bank Ledger

Building relationships with clients based on

trust and respect. Handled sales,

purchase, and inventory.

Ensured efficient product delivery.

Managed social media for marketing.

HIMALAYA ENTERPRISES-MARBLE GRANITE SUPPLIER

ACCOUNTANT (PART-TIME)

DECEMBER 2020-Present

Creating Customer Invoices

Managing Vendor PO/Bills

Managing Payroll

Managing day to day transaction

Managing Petty Cash and Bank

J TELEMARKETING (INTERNSHIP)

Recruitment and conducted staff training.

Maintained comprehensive staff records.

Focused on a positive work environment.

HABIB BANK LIMITED (HBL)

INTERNSHIP

RSO (RETAIL SALE OFFICER)



SKILLS

Quickbook Software
Account Management
Interpersonal skills
Leadership
Task management
Marketing Sales
Client Dealing
Social Media business management
Proficient user in Microsoft word
and Microsoft excel
Public Speaking
Verbal and Written Communication
Time management
Adaptability
Teamwork

EDUCATION

NATIONAL UNIVERSITY OF MODERN LANGUAGES

Bachelor of Science in Business Administration with Finance
February 2018 - February 2022

GOVT POST GRADUATE COLLEGE

FSc (Pre-Engineering)
2015-2017

ALIPUR PUBLIC HIGHER SECONDARY SCHOOL

METRIC (SCIENCE)
2013-2015

ACTIVITIES

Member of debate club in school/collage
Swimming and basketball
Travelling
Photography