



MD. AFROZ BULBUL HASAN

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Bangladesh

Website: <https://afroz.me/>

Skills

- Experience with cPanel/WHM, Plesk, WHMCS, Softaculous, Enhance panel, LAMP/LEMP
- Hosting Products such as Shared, Reseller, VPS, Dedicated Server
- Experience in Wordpress CMS
- SSL installation and fix issues.
- Cloudflare integration.
- DNS Zone Configuration.
- Knowledge about HTML, CSS, Javascript, PHP, MySQL, MariaDB
- Webmail configuration
- Installation and configuration of web panels such as, cPanel/WHM, Plesk, Enhance panel, CentOS Web Panel, VestaCP, Centminmod.
- Knowledge in Apache, NGiNX
- Completed Redhat Administration course in Udemy.
- Strategic planning
- Project management
- Team Development
- Excellent time management
- Fast learner
- Self-motivated
- Data management

Career Objectives

Seeking for an opportunity where I can use my skills, experience and education and contribute in the organization's overall goal with professional development and career progression.

Work history

Freelancing Career.

2010 – Current

- Working as a freelancer from 2010 and has solved lots of local and cross borders client's server related issues in my freelancing career.
- Wordpress Website development, customization, maintenance, bug fixing & troubleshooting.
- Wordpress speed optimization and core web vitals fixing.
- Provide Support for Web Panel installation and Configuration.
- Server and site migration.
- SSL, Cloudflare, DNS Zone , Webmail configuration.

01/2018 - Current

Mrinmoy Agro Products Ltd. | Gazipur, Bangladesh

HR & ADMIN Manager

- Solve HR-related issues within the organization.
- Form and maintain employee records.
- Updating databases internally, such as sick and maternity leave.
- Support of the recruitment processes
- Maintenance of the actuality and correctness of all the stored data about employees and HR-related information, e.g. vacations, fluctuation, absence
- Keeping the organization up-to-date regarding HRM practices
- Coordination of the cooperation with recruitment agencies.
- Assisting with payroll by providing the department with relevant employee information, i.e. holiday and sick days taken

01/2014 - 12/2017

Language

Bengali: Native

English: Fluent

Hindi: Fluent

Education

2016

Udemy

Red Hat Certified System
Administrator (RHCSA)

2014

Southeast University (SEU) |

Dhaka, Bangladesh

Master of Business Administration
(MBA): Finance

- CGPA: 3.27 Out of 4.00

2011

National University | Gazipur,
Bangladesh

Master in Business Studies (MBS):
Accounting

2009

National University | Gazipur,
Bangladesh

Bachelor in Business Studies
(BBS): Accounting

Gazipur Upa-Sahar Ltd. | Gazipur, Bangladesh

Accounts Manager

- The primary point of contact and build long-term relationships with customers.
- Help customers through email, phone and in person meetings.
- Ensure the timely and successful delivery of our solutions according to customer needs and objectives.
- Oversee and manage the general accounting functions, including, but not limited to: accounts payable, accounts receivable, general ledger, and taxes.
- Help with quarterly and year-end financial audit activities and the annual corporate financial controls audit.
- Assess current practices and procedures, and make recommendations for improvements.
- Prepare, review, and analyze financial statements to ensure accuracy and completeness.
- Supervise and manage general ledger accounting functions.
- Develop staff by managing performance, setting goals, providing ongoing training, and maintaining strong employee relationships.
- Work with external auditors to ensure correct and timely closing and reporting at year-end.

01/2011 - 12/2013

Gazipur Upa-Sahar Ltd. | Gazipur, Bangladesh

Accounts Officer

- Analyze the purchase request from the user departments & Collect price quotations from different suppliers and prepare comparative statement (CS) for getting management approval.
- Maintain and review financial records of the company.
- Ensuring compliance with accounting and tax laws.
- Handle account inquiries from internal and external sources.
- Preparing budgets regularly.
- Monitoring expenditure and profits and providing reports.
- Evaluating internal management systems, procedures and risks in order to provide recommendations.
- Managing business accounts and preparing financial statements.

Personal Information

Date of Birth : 21st February, 1987

Nationality : Bangladeshi by birth.

Blood Group : A+