

Last Updated : **January 30, 2017**

## **ABDUL AZIZ**

Address: 43/1 Badam Bagicha , Amborkhana, Sylhet.  
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### **Career Objective:**

To obtain a responsible position through which I can utilize my knowledge, enhance my skills as well as can acquire the ability to face a high level of challenges.

### **Career Summary:**

Highly organized and independent able to effectively coordinate tasks to accomplish projects with timeliness and creativity. An effective leader, skilled in enlisting the support of all team members in aligning with project and organizational goals. Creative, resourceful and flexible, able to adapt to changing priorities and maintain a positive attitude and strong work ethic.

### **Special Qualification:**

- Disciplined and Dynamic, energetic and enthusiastic.
- Ambitious and self-motivated person to the changing environments.
- Capable to work with multicultural people.
- Ability to lead.

### **Employment History:**

**Total Year of Experience : 5.3 Year(s)**

1. **Accountant ( July 3, 2016 - Continuing)**

**M/S Motin And Son`s**

Company Location : Barlekha Upozila, Moulvibazar

Department: Accounting

**Duties/Responsibilities:**

calculating cash, sales and every financial transaction

2. **Senior Officer ( January 26, 2016 - Continuing)**

**GoodHill Realty**

Company Location : Sylhet

Department: Sales

**Duties/Responsibilities:**

Deal with customers.

3. **Intern Officer ( December 2, 2013 - February 27, 2014)**

**First Security Islami Bank Ltd.**

Company Location : Amborkhana

Department: General Banking

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Accounting & Information System	North East University Bangladesh	CGPA:3.7 out of 4	2016	1
BBA	Accounting & Information System	Leading University, Sylhet	CGPA:3.15 out of 4	2013	4
HSC	Business Studies	Jalalabad Cantonment Public School and College	CGPA:4.7 out of 5	2009	2
SSC	Humanities	Al -amen Jamea Islamia School and college	CGPA:4 out of 5	2007	2

### **Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Expected Salary : Tk. 15,000  
 Preferred Job Category : Bank/Non-Bank Fin. Institution, Marketing/Sales  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Organization : Banks, Audit Firms /Tax Consultant, Automobile, Cement  
 Types Industry

### **Specialization:**

Fields of Specialization
<ul style="list-style-type: none"> <li>• Cash Management</li> <li>• Deposit</li> <li>• Foreign Exchange</li> <li>• Islamic Banking</li> <li>• Personal Banking</li> </ul>

### **Extra Curricular Activities:**

iiii Assistant Operational Team Leader at Changing Bangladesh Foundation (CBF), Sylhet Unit. iiii Secretary at Creative Club of Leading University (2012-2013) . iiii Senior Executive Member at Banned Community (Band Group in Leading University). iiii Voluntarily participation in Jaago Foundation. iiii Senior Executive Member at Sports Club in Leading University. iiii President at Wedding solution(An Event Management Firm)

### **Language Proficiency:**

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	Medium

### **Personal Details :**

Father"s Name : Hazi Abdul Motin  
 Mother"s Name : Mrs, Khatibun Nessa  
 Date of Birth : January 1, 1991  
 Gender : Male  
 Marital Status : Unmarried  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : 130/Gazitaka,Borlekha,Moulvibazar.  
 Current Location : Sylhet

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Salim Uddin MP	Tanvir Ahmed Torophdar
Organization	: Member of Bangladesh Parliament	Ministry of Foreign Affairs,
Designation	: Joint Secretary General, Jatio Party	Assistant Secretary,
Address	: Parliament Member`s Building Manikmia Avenue, Dhaka	Government of the People`s Republic of Bangladesh
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: +8801727519519	+8801711026212
EMail	: mpsalimbdp@gmail.com	tanvir.ahmad@mofa.gov.bd
Relation	: Relative	Academic

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