

## CURRICULUM VITAE



Md. Albakaria Hussain Suhag  
Date of Birth: 13.02.1992  
C/O, Md. Hason Ali  
74, West Shagordigirper, Sylhet  
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### Career Objective:

I am an energetic and motivated individual wishing to perform a challenging job which will provide me the opportunity to utilize my learning and creativity and develop my competency.

### Academic Background:

Name of the Exam	Board/ University	Institution	Major/ Group	CGPA	Year of Passing
MBA	Metropolitan University	Metropolitan University, Sylhet	Accounting and Information Systems	Continuing	2018(Expected)
BBA	Metropolitan University	Metropolitan University, Sylhet	Accounting and Information Systems	3.29 out of 4.00	2016
HSC	Sylhet Board	Blue Bird High School & College	Humanities	3.90 out of 5.00	2010
SSC	Sylhet Board	Rifles Public School, Sylhet	Humanities	3.81 out of 5.00	2008

### Computer Literacy:

Having skills on MS Word, MS Excel, MS PowerPoint

### Language Skill:

Good command over speaking, listening, reading and writing in Bengali & English.  
IELTS-6.5

### Interests:

Traveling, Meeting new people, Learning different aspects of business and accounting, Joining career seminars and Internet browsing

### Major Strength Areas:

- Ability to work under challenging & stressed conditions
- Willingness to work in a team
- Good listener & pro-active
- Organized & self motivated
- Resilience.

- Patience.
- Self Confidence
- Problem Solving
- Adaptability
- Willingness to learn and Time Management Skill

## **Work experience:**

Accounts Officer in M/S Afsor Ali Bricks since February 1, 2016.

## **Duties:**

- Maintain accounts of inflow and outflow.
- Recording bricks sold, available and damaged.
- Keeping all bank receipt of transaction and boucher in record.
- Clearing staff salary, recording sales boucher and all expense receipt.
- Reporting monthly statement to the manager.

## **Reference(s):**

Name : Mohammad Jamal Uddin  
 Designation : Department Head, Business Administration  
 Organisation : Metropolitan University, Sylhet  
 Mobile : +8801558-347255  
 E-mail : muddin@metro.edu.bd  
 Relation : Academic

Name : Md. Zaman Chowdhury  
 Designation : Trainee Assistant  
 Organisation : Prime Bank Limited  
 Mobile : +8801677406005  
 Email : zaman.chowdhury@primebank.com.bd  
 Relation : Friend

## **Declaration:**

I declare that to the best of my knowledge and belief, the above information is accurate and correctly describe me and my qualifications.

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Md. Albakaria Hussain Suhag