

Md. Anisuzzaman

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Objective

A multi-skilled, confident, motivated BBA graduate with excellent knowledge of accounting and information system as well as business procedures looking for an opportunities at any reputed organization which provides continuous learning and professional growth. I am an ideal candidate for the position requiring drive, initiative, responsibility, challenge and technical knowledge.

Experience

Intern

National Bank Limited

August 2018 – December 2018

Key Responsibilities:

- Account opening, and Account closing.
- KYC maintain.
- Cheque requisition, entry book and provide.
- Create FDR and different types of DPS.
- Cheque clearing process
- Provide internet banking facility.
- Provide A/C statement to the clients or customers
- Foreign Remittance.

Education

Bachelor of Business Administration (BBA)

North East University Bangladesh

2014-2018

Major in Accounting and Information Systems

CGPA: 3.37 out of 4.

Related Courses: Advanced Financial Accounting; Advanced Cost Accounting; Audit and Attestation; Advanced Management Accounting; Taxation in Bangladesh; Operation and Production Management; Business Law; Marketing Management Business Research Methods; International Business;

Higher Secondary School Certificate (HSC)

Blue Bird High School and College

2011-2012

Business Studies

GPA: 4.00 out of 5.

Secondary School Certificate (SSC)

Shahjalal Jamia Islamia School and College

2009-2010

Humanitis

GPA: 3.69 out of 5.

Academic Project Work

- Developing a Business plan on “Taxi Cab service in Sylhet” –in the course of Marketing Management.
- “Regional Economic Integration and Effectiveness on Asia-Pacific Economic Co-operation (APEC)” –in the International Business Course.
- “Problem of Decreasing Market Share of Citycell Telecommunication Service in Bangladesh” –in the Business Research and Methods course.
- “Militancy Effect on the Economic a Case study of the Tourism Sector in Sylhet” –in the course of Business Ethics and CSR.

Language Proficiency

Bangla: (Mother Tongue);

English: (Professional working level proficiency).

Skills

Proficient in **MS Office Suite** (Word, Excel, PowerPoint).

Personal Skills

- Leadership.
- Quick Learner.
- Problem solver.
- Punctual.
- Investigative.

On Campus Involvement

Co-Organizer

November 2016-April 2018

Business Club

Organized different types of Business Idea Exhibition, Quiz Competition.

Voluntary Involvement

Founding Member

November 2016- Present

Association of Business Administration Student, Sylhet (ABAS).

Create agenda, arrange Inter-University Business Idea and Branding Competition.

References

1. Professor Dr. Tofayel Ahmed

Head Dept. of Business Administration
Dean, School of Business
North East University Bangladesh.
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2. Jahanjeb Ibne Khaled

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Department of Business Administration
North East University Bangladesh.
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Declaration

I, do hereby declare that, particulars provided in the resume is true to the best of knowledge and belief. I realize that any willful misrepresentation may result in disqualification or dismissal, if engaged.



Signature