

# Curriculum Vitae of

## Roni Ahmed

Address: Bashundhara R/A,  
Vatara ,Dhaka  
Home Mobile: 01792-014246  
Mobile (Voice): 01792-014246  
email: roni07488@gmail.com



### Career Objective:

To develop a career in such a field that ensures me the best use of my knowledge, potentiality and productivity. To serve any esteemed organization with outmost sincerity that offers to meet the challenges, to achieve the goals with optimum level.

### Career Summary:

**Job Title** : Jr. Executive Officer  
**Period** : April, 2016 to the Date  
**Company Name** : National HealthCare Network

**Company Address** : Commercial Plot No.27-28(6<sup>th</sup> Floor),Main Road-01,Sec-6,Mirpur  
Dhaka-1216

### Duties/Responsibilities:

- Preparing all payment vouchers and taking approval from the management
- Maintaining Cash Book, Bank Book, Subsidiary Ledger of Receivable and Payable Bills
- To prepare daily receipt and payment statements to inform management
- To submit daily fund position to Management
- To Prepare Bank Reconciliation
- To submit Vat Return and Withholding Tax Return
- To prepare journal on daily basis
- monthly data entry on the software

### Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pass Year	Duration	Achievement
B.B.A	Management	National University	CGPA:2.65 out of 4	2017	4 years	-
HSC	Business Studies	Saghata technical&BM	CGPA:3.92 out of 5	2013	2 years	'A-'
SSC	Science	Saghata technical&BM	CGPA:4.19 out of 5	2011	2 years	'A'

## Computer Skills:

**Application** : Microsoft Office Documents

**Internet** : E-Mail & Browsing

## Language Proficiency:

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	Average	Average	Average

## Personal Details :

Father's Name : Md. Abdul Zobbar

Mother's Name : Mst.Rina Begum

Date of Birth : Jan. 02, 1996

Gender : Male

Marital Status : Unmarried

Nationality : Bangladeshi

Religion : Islam

Permanent Address : Village: Barokona, Post: Barokona, P.S: Saghatta. District: Gaibanda.

Current Location : Dhaka

## Reference(s):

Name : Dr. Mahmood Osman Imam

Designation : Professor (Dept. of Finance)

Organization : University of Dhaka

Address : Dhaka-1000, Bangladesh.

Mobile : 01713-036211

E-Mail : osman@du.ac.bd

Dr.Samira Afroze

MO.NHN Bashundhara

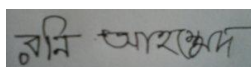
MBBS (DU).CCD (BIRDEM)

National HealthCare Network

Bashundhara R/A,Dhaka

## Declaration:

I do hereby declare that information furnished above is true to the best of my knowledge. I undersigned hereby also declare that I will be responsible for any wrong information provided here.



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**Roni Ahmed**

Date: 11.10.2018