

MD SADIKUR RAHMAN

House-20, Road-04, Sector-05, Uttara, Dhaka-1230

01934795220

Email · shahriaralam141@gmail.com

I would like to get the job in your company as the post you have delivered because I think my job experience & practical knowledge is match with your requirement, I thought my knowledge, skill & Idea will be used to contribute to the company growth.

EXPERIENCE

21 OCT 2016 – 12 MARCH 2019 (RUNNING)

ACCOUNTS ASSISTANT, AMIN DESIGN & CONSULTANCY (ADC)

- Preparing & Updating Financial Database
- Keep up official accounts file
- Ensuring Banking Transaction
- Bill collection from client
- Monthly salary provide
- Daily financial information collect from site/ project

EDUCATION

2016

PASS COURSE, NATIONAL UNIVERSITY

BBs

2nd Class

2012

H.S.C., SHERPUR GOVT. COLLEGE, SHERPUR

Business studies

GPA – 3.60

SKILLS

- MS Word, MS Excel & Photoshop's
- Language skill – Bangla High, English Medium
- Tally. ERP-9
- Internet Browsing
- Mailing etc.



SIGNATURE