

Last Updated : **April 2, 2014**

## **MAHBUBUR RAHMAN**

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### **Career Objective:**

To perform my responsibility to the society through establishing competitive career in learning area where job satisfaction can be achieved

### **Career Summary:**

After completion of my masters in Accounting, I would like to back in my country and will build my career in an accounting or multinational firm to implement my educational and practical experience that I have gained from Australia. Now I am working in a air food catering company at Gate Gourmate as supervisor. And I believe I can give to my country the best service from my knowledge.

### **Special Qualification:**

Quick Learner and Able to work in any environment  
Expert in using computer

### **Employment History:**

**Total Year of Experience : 9.9 Year(s)**

#### **1. supervisor ( February 10, 2014 - Continuing)**

##### **Gate Gourmate**

Company Location : Mascot, Sydney

Department: food catering

##### **Duties/Responsibilities:**

Making roster, measuring temperature, checking the thr packet and lit of the pack.  
checking cpp5 form and etc.

#### **2. Team Leader ( January 9, 2010 - August 30, 2013)**

##### **American Heart Medical Transcription (MedtekUSA)**

Company Location : Mohakahali (New DOHS - RD#5 House :135)

Department: Medical billing

##### **Duties/Responsibilities:**

Initial patient setup in the online software

Claim processing

Insurance and patient collection calls using vonage/skype

Patient billing Statement and Inquiries

Insurance Credentialing and approving

Data exchange Process option

Credentialing

Data exchange process via Data Downloads to a Provider Designated Computer.

### **3. Trading Executive ( April 1, 2008 - June 15, 2009)**

#### **Everway Trading**

Company Location : Gosail,Dhanga. Chittagong

Department: Management

#### **Duties/Responsibilities:**

To deal with the foreign delegates over the phone and mail.

To prepare day-to-day report of appointment of our Head officer.

When require to go to different site and factory with foreign customer.

Collect all the price list from the different companies (garments) and send it to our top management team via mail.

### **4. INTERN ( November 24, 2007 - February 28, 2008)**

#### **BRAC BANK LTD**

Company Location : GULSHAN, DHAKA

Department: RETAIL BANKING

#### **Duties/Responsibilities:**

Responsible for answering customer queries, problem solving and providing detailed information on new products and maintained database

Verified accuracy of data compiled spreadsheets by combining data from various systems and maintained database to entry data to any record form or web page within frame of time

Worked with new customers in the development of new accounts and the implementation of new systems

Prepared daily sales orders, invoices, credit cards and follow ups to pursue and develop new accounts

Liaising with client for documentation

Experience of cash handling and bank reconciliation

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Master of Professional Accounting	Accounting	Central Queensland University Sydney [Foreign Institute]	Enrolled	2015	2 years	N/A
MBA	Finance	Stamford University Bangladesh	CGPA:3.2 out of 4	2012	2 years	-
BBA	Accounting	Stamford University Bangladesh	CGPA:3.68 out of 4	2008	4 years	-
HSC	Humanities	Rifles Public School and College	First Division, Marks :59%	2002	2 years	-
SSC	Humanities	K.L.Jubilee High School	First Division, Marks :61%	2000	-	-

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
INTERNSHIP	RETAIL BANKING	BRAC BANK LTD	BANGLADESH	DHAKA	2008	3 MONTHS

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

Looking For : Mid Level Job  
 Available For : Full Time  
 Present Salary : Tk. 17000  
 Expected Salary : Tk. 20,000  
 Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution  
 Preferred District : Bandarban, Chattogram, Cox"s Bazar, Dhaka, Khulna,  
 Manikganj, Sylhet  
 Preferred Country : Indonesia, Australia  
 Preferred Organization : Banks, Leasing, Investment/Merchant Banking,  
 Types Telecommunication, Buying House, Audit Firms /Tax  
 Consultant

### **Specialization:**

Fields of Specialization
• MBA/ BBA

### **Language Proficiency:**

Language	Reading	Writing	Speaking
ENGLISH	High	Medium	High
BANGLA	High	High	High

### **Personal Details :**

Father"s Name : MOSHIUR RAHMAN  
 Mother"s Name : SHAHIDA RAHMAN  
 Date of Birth : November 24, 1984  
 Gender : Male  
 Marital Status : Married  
 Nationality : Bangladeshi  
 Religion : ISLAM  
 Permanent Address : Vill: Dadrokhi, PO: Instanjgonj, PS: Horirampur, Dist: Manikgonj.  
 Current Location : Dhaka

### **Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Nasreen Ahmed	Mr. Sohel Khan
Organization	: Heart Medical Transcription Company	Everway trade
Designation	: CEO	Head of Chittagong office
Address	: DOHS, Mohakhali	Chittagong
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01819459503	01819323760
EMail	: nasreen_chobi@gmail.com	everway.trading@gmail.com
Relation	: Professional	Relative