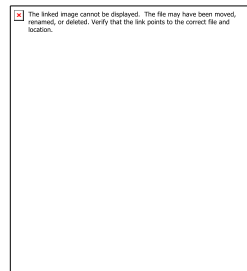


Applied For: **IT Executive (Sylhet)**

Last Updated : **July 6, 2018**

MD. ABDULLA AL MAMUN

Address: Holding No. 783, Mojumdari, Airport Road, Amborkahan, Sylhet.
Home Phone: 01919197754
Mobile : 01722300205
email:mamun84205@gmail.com



Career Objective:

To be an efficient worker in a suitable organization where my creative initiative ideas and a genuine enthusiasm would allow me to progress.

Employment History:

Total Year of Experience : 4.7 Year(s)

1. Executive - Accounts & Finance (July 23, 2016 - Continuing)

TVS Auto Bangladesh Ltd

Company Location : Sylhet

Department: Accounts & Finance

Duties/Responsibilities:

* Preparing Daily Report, Monthly Report & All Sale Report. * Maintain Sales & Service Account with Adjustment. * Preparing Petty Cash Statement. * Deposit Cash & Chq/PO/DD in Company`s Bank Account. * Maintain Cash & Bank Reconciliation. * Maintain Purchase Book, Sales Book & VAT Current Account. * Preparing TR Challan on Sales, Service, House Rent & Finally Deposit In Bank. * Submit Monthly Return in VAT Office.

2. Accounts Officer (March 1, 2014 - July 31, 2016)

OASIS HOSPITAL

Company Location : SUBHANIGHAT, SYLHET

Department: Accounts

Duties/Responsibilities:

* Maintained Daily Report Statement for Service & Expenses. * Cash flow statement maintained. * Debtors & Creditors Book Maintained. * Purchased store supplies according to requisition. * Recorded Bank Reconciliation.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBS	Accounting	National University	First Class,	2013	2012-2013

			Marks :60.6%		
BBS	Accounting	National University	Second Class, Marks :57.26%	2012	2008-2009
HSC	Business Studies	BHUKSHIMOIL HIGH SCHOOL & COLLEGE	CGPA:3.9 out of 5	2008	2006-2007
SSC	Business Studies	BHUKSHIMOIL HIGH SCHOOL & COLLEGE	CGPA:3.38 out of 5	2006	2004-2005

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
COMPUTER HARDWARE MAINTENANCE AND TROUBLESHOOTING	BASIC HARDWARE, PC ASSEMBLY, SOFTWARE INSTALLATION AND TROUBLESHOOTING	C & E EDUCATION AND RESARCH	BANGLADESH	ZINDABAZAR, SYLHET	2012	3 MONTH
COMPUTER BASIS COURSE	MS WORD, EXCEL, ACCESS, POWER POINT, WINDOWS	DEPARTMENT OF YOUTH DEVELOPMENT. MINISTRY OF YOUTH AND SPORTS	BANGLADESH	SOUTH SURMA, SYLHET	2011	6 MONTH

Career and Application Information:

Looking For : Top Level Job
 Available For : Full Time
 Present Salary : Tk. 21000
 Expected Salary : Tk. 17,000
 Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution
 Preferred District : Dhaka, Sylhet
 Preferred Organization Types : Banks, Insurance, College, Govt./ Semi Govt./ Autonomous body,
 Hospital, Airline, Clinic

Language Proficiency:

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

Personal Details :

Father's Name : MD. ABDUL MONNAN
 Mother's Name : MST. RAINA KHANOM
 Date of Birth : November 30, 1989
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi

Religion : ISLAM
Permanent Address : CARE OF MD. ABDUL MONNAN, DAKHIN ASHIGOR, JUDISTIPUR,
FENCHUGONJ, SYLHET
Current Location : Sylhet

Reference (s):

Name : Md. Rakib Hasan
Organization : TVS AUTO BANGLADESH LTD
Designation : Asst. Manager - Sales
Address : 304, Tejgoan, I/A (3rd & 4th
Floor), Dhaka-1208
Phone (Off.) :
Phone (Res.) :
Mobile : 01919194318
EMail : rakib@tvsab.com.bd
Relation : Professional