

Last Updated : **October 3, 2018**

MD RAZWAN AHMED

Address: ASHA-65 BLOCK-B PURBO SHADATIKOR PO-SYLHET P.S-
SHAHPORAN THANA DIST-SYLHET-3100, BANGLADESH.

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Career Objective:

Providing Service to other and work hard to carry my best career with honesty.

Career Summary:

To work dynamically in a challenging environment where innovative ideas are encouraged and I can share my knowledge for the benefit of mankind and the society as well.

Special Qualification:

I specially experienced with ERP software. For operating system, Windows - XP, Windows - 2000, etc with simple network problem. My favourite word processor is Microsoft Office although I am skilled with Open Office

Employment History:

Total Year of Experience : 6.3 Year(s)

1. Accountant (February 12, 2014 - Continuing)

Golden Harvest Foods Ltd.

Company Location : 186 Gulshan-Tejgaon Link Road, Tejgaon I/A Dhaka- 1208,

Duties/Responsibilities:

Maintaining petty cash, cash management, Bank management, payment preparation, Preparing Financial statement, Preparing and Checking Daily vouchers , Party payment, Daily Production, Sales Collection, other financial works. Maintain VAT work Mushok 11,16,17

Mentioned above all task are carefully maintaining by E.R.P software.

2. Accountant (August 1, 2013 - January 31, 2014)

Pustee Foods Products Ltd.

Company Location : sylhet

Department: Accounts & Finance

Duties/Responsibilities:

Processes payments and documents such as invoices, journal vouchers, employee reimbursements, and statements, cash management, Bank management, Preparing and Checking Daily vouchers , payment preparation and other financial work.

Mushok 11,16,17 and other VAT related work.

3. Accounts & Admin (July 1, 2012 - July 25, 2013)

OSIC (overseas Students Immigration consultancy)

Company Location : Sylhet

Department: Accounts & Finance

Duties/Responsibilities:

Office Management, cash management, Bank management, etc

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Finance & Banking	Leading University, Sylhet	CGPA:3.16 out of 4	2012	2011-2012
M.B.S	Accounting	National University	Second Class, Marks :57%	2011	2 YEARS
B.B.S(PASS)	Business Studies	National University	Second Class, Marks :55%	2009	2005-06
HSC	SCIENCE	M.C.COLLEGE, SYLHET	CGPA:3.5 out of 5	2005	2004-05
SSC	SCIENCE	GOVT PILOT HIGH SCHOOL, SYLHET.	CGPA:4.19 out of 5	2003	2002-03

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Fire Fighter	Rescue People	Fire Service & Civil Defence	Bangladesh	Sylhet	2010	7 days.
Workshop On Voluntary Activities.	Awareness Building On Natural Disaster.	Islamic Relief Bangladesh.	Banhladesh.	24 no ward sylhet city corporation.	2010	6 months.
Winter Camp	Protect your country	B.N.C.C	Bangladesh	Sylhet	2005	12 Days.
ANNUAL CAMP	BE A SOLIDER	BANGLADESH NATIONAL CADET CORE	BANGLADESH	MOYNAMOTI REGIMENT COMMILLA, BANGLADESH.	2001	20/01/01-31/01/01

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 18000
 Expected Salary : Tk. 23,500
 Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution
 Preferred District : Dhaka, Habiganj, MoulaviBazar, Sunamganj, Sylhet
 Preferred Country : United Kingdom, United States
 Preferred Organization Types : Banks, Telecommunication, NGO, Real Estate, Tobacco

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> Cash Management Accounts Administration 	I prefer Windows & Vista as my operating system but I am pretty experienced with Windows - XP, Windows - 2000, etc with simple network problem. My favourite word processor is Microsoft Office although I am skilled with Open Office. I have got a good skill with Internet and E-mail operating system.

Extra Curricular Activities:

â Rotaract Organization, Secretary (2009-10), President (2010-11), R/C Of Sylhet Midtown, R.I.D-3282, Bangladesh. â B.N.C.C (Ex-Cadet). â SCOUTING (Ex-Scout).

Language Proficiency:

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

Personal Details :

Father"s Name : LATE ABDUL BATEN
Mother"s Name : ROKEYA BEGUM
Date of Birth : April 12, 1986
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : ISLAM
Permanent Address : ASHA-65, BLOCK-B ,PURBO SHADATIKOR, PO- SYLHET P.S-
SHAHPORAN THANA , DIST-SYLHET-3100, BANGLADESH.
Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Prof. Dr. Rahmat Ali	Moinul Islam Chowdhury
Organization	: Shahjalal University Science & Technology	Golden Harvest Ltd.
Designation	: Assistant Prof. Dept of statistics, Shahjalal	Executive Director
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Relation	: Academic	Professional
