

Last Updated : **August 18, 2018**

## **MOSTAQUE AHMED**

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### **Career Objective:**

To obtain a challenging position in any area of Business that will provide opportunities for growth and development and to use my skills & experience that I have acquired in my education life & to dedicate my whole effort to achieve organization goal

### **Career Summary:**

Completed Internship at South East Bank Ltd, Chouhatta branch (Duration: 3 month) for academic purpose.  
Completed Office Application Course from SYLHET TECHNICAL TRAINING INSTITUTE (STTI) (Duration: 6 month)  
Completed Basic Training from Sylhet Yellow Pages Ltd. Zinabazar Branch. (Duration: 6 month)  
Completed MBA from Leading University, Sylhet with Major in Accounting & Information Systems (CGPA 3.40 out of 4 scale)

### **Special Qualification:**

- 1.Strong desires for leading an honest life with dignity.
- 2.Aspiration to build a career showing superior performance.
- 3.Energetic, Sincere, Hard working, Honest & Dutiful.
- 4.Able to work at any time at any place.
- 5.Ability to work with a team.

### **Employment History:**

**Total Year of Experience : 4.3 Year(s)**

1. **Account Manager ( December 6, 2014 - Continuing)**

**Sylhet Yellow Pages Ltd.**

Company Location : Zindabazar Branch, Sylhet  
Department: Customer Service

2. **Intenship ( August 26, 2014 - November 26, 2014)**

**Southeast Bank Ltd.**

Company Location : Chouhatta, Sylhet  
Department: GB

**Duties/Responsibilities:**

Follow the officers order.

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBA	Accounting & Information Systems	Leading University, Sylhet	CGPA:3.4 out of 4	2016	1	Post-graduate from Leading University, Sylhet
Bachelor of Business Administration	Accounting & Information Systems	Leading University, Sylhet	CGPA:3.5 out of 4	2014	Four Year	Graduate from Leading University, Sylhet
HSC	Science	Madan Mohan College, Sylhet		2010	-	-
SSC	Science	Sylhet Govt. Pilot High School	CGPA:3.94 out of 5	2006	-	-

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Office Application	MS Word, MS EXCEL, MS Power point, MS. Access	SYLHET TECHNICAL TRAINING INSTITUTE (STTI)	Bangladesh	Sylhet	2015	Six (6) months
Inernship	Academic Purpose	Southeast Bank Ltd.	Bangladesh	Chouhatta, Sylhet	2014	Three Month`s

### **Professional Qualification:**

Certification	Institute	Location	From	To
Basic Training	Sylhet Yellow Pages Ltd.	Zindabazar branch, Sylhet	December 6, 2014	March 6, 2015

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

Looking For : Entry Level Job  
 Available For : Full Time  
 Present Salary : Tk. 18600  
 Expected Salary : Tk. 15,000  
 Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution  
 Brahmanbaria, Chattogram, Dhaka, Dinajpur, Gazipur,  
 Preferred District : Gopalganj, Khulna, MoulaviBazar, Rajshahi, Sunamganj, Sylhet  
 Preferred Organization : Banks, Shipping, Multinational Companies, Airline, Food  
 Types (Packaged)/Beverage, Overseas Companies, Automobile, Share Brokerage/ Securities House, Mobile Accessories

### **Language Proficiency:**

Language	Reading	Writing	Speaking
Bengoli	High	High	High
English	High	High	High

### **Personal Details :**

Father"s Name : MD. TAHIR UDDIN  
Mother"s Name : REHANA BEGUM  
Date of Birth : September 2, 1988  
Gender : Male  
Marital Status : Unmarried  
Nationality : Bangladeshi  
Religion : ISLAM (Sunni)  
Permanent Address : 22 MOUSHUMI, MIRABAZAR, SYLHET-3100  
Current Location : Sylhet

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Dr. Tofayel Ahmed	Tanvir Ahmed Torophdar
Organization	: Leading University, Sylhet	Ministry of Foreign Affairs
Designation	: Professor,	Assistant Secretary
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Relation	: Academic	Academic

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