

Applied For: **SEO Expert**

Last Updated : **February 14, 2017**

M.Mahtab Rahman

Address: H-76,R-01,Mohammadpur,Dhaka,1207
Home Phone: 01712008227
Office Phone :01675507052
Mobile : 01612511611
email:mahtabrahmanshawon@gmail.com



Employment History:

Total Year of Experience : 0.3 Year(s)

1. **Cashier (April 1, 2013 - June 1, 2013)**

Kay Kraft

Company Location : Dhaka
Department: Pos Maintenances

2. **Sales Associate (June 1, 2010 - August 1, 2010)**

BRAC Aarong

Company Location : Dhaka
Department: Audit and investigation

Duties/Responsibilities:

Manage the audit relationship and co-ordinate the various audits and inspections.

Provide high quality, value added, analytical and solution driven financial services to the business segments and Management committee.

Provide support / information to Group/ Regional Finance and other Group/ Regional points, as required.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Bachelor of Business Administration (BBA)	Accounting	Independent University, Bangladesh		2014	4
Higher Secondary School and Certificate	Commerce	Lalmatia Housing Society School and College		2009	2
secondary school certificate	Commerce	Lalmatia Housing Society School and College		2007	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Volunteer	volunteerism	Volunteer For Bangladesh	Dhaka	Dhaka	2012	2

Professional Qualification:

Certification	Institute	Location	From	To
Volunteerism	Volunteer for Bangladeshshh	Dhaka	February 1, 2012	January 1, 2014

Career and Application Information:

Expected Salary : Tk. 18,000
 Preferred Job Category :
 Preferred District :
 Preferred Organization Types :

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> Computer Skill 	Ability to work under pressure and long hours Ability to maintain service excellence Ability to problem solving Proven leadership and management skills Computer Application- (MS Word, Excel, Power Point).

Extra Curricular Activities:

Reading Literature Playing Cricket, Football, Badminton Travelling & Watching Movies

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	Medium
Bangla	High	High	High

Personal Details :

Father's Name : M. Saidur Rahman
 Mother's Name : Mrs. Mafia Rahman
 Date of Birth : April 8, 1990
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Muslim
 Permanent Address : H-76,R-01,Mohammadpur,Dhaka,1207
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Abul Basher	Mehabub Alam

Organization	: Fareast Islami Life Insurance Co. Ltd	Danmondi Arong
Designation	: Audit Officer	Floore Manager
Address	: Motijeel, Dhaka-1000.	1/1, Adal Plaza, Asadgate, Dhaka-1207.
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	:	
EMail	:	
Relation	: Professional	Professional