

Applied For: **Wordpress Developer**

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MASUD PARVES

Address: Vill: Kandania, P. O. Kapasia, P. S. Kapasia, Dist: Gazipur.
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Career Objective:

All Works is challenge for me. Seeking responsibilities and opportunities in those areas where academic background and skill can be exercised and field of interests are also synchronized in order to develop, extend and upgrade my career .

Career Summary:

Building up a career in challenging and rewarding position at a renowned organization like yours where creativity, sincerity, skill and performance are the criteria for one's consideration.

Special Qualification:

: I successfully completed Computer Overview, MS Excel, MS Power Point, Multimedia, Internet, etc.

Employment History:

Total Year of Experience : 5.7 Year(s)

1. A accounce Officer (April 1, 2015 - Continuing)

Concord Fashion Export Ltd

Company Location : South Salna, Joydebpur, Gazipur -1703

Department: accounts

Duties/Responsibilities:

01. prepare Budgetary control and all kinds of MIS report.
02. Order wise cost calculation, post consumption cost analysis
03. Analyze the cost control and cost reduction mechanism and provide feedback report
04. Review and monitor the inventory level of all types of material and consumable store and identify fast and slow moving inventory reports .
05. Analyze the cost involvement of supply chain
06. pro-active, smart ,enthusiastic and career oriented
07. able to communicate effectively with all levels
08. Self motivated having self confidence.

2. A Computer Operator (March 1, 2013 - December 31, 2015)

Cutting Edge Industry Ltd

Company Location : Talepara, Gazipur Sadar, Gazipur, -1703

Department: accounts

Duties/Responsibilities:

01. prepare Budgetary control and all kinds of MIS report.
02. Order wise cost calculation, post consumption cost analysis
03. Analyze the cost control and cost reduction mechanism and provide

feedback report 04. Review and monitor the inventory level of all types of material and consumable store and identify fast and slow moving inventory reports . 05. Analyze the cost involvement of supply chain 06. pro-active, smart ,enthusiastic and career oriented 07. able to communicate effectively with all levels 08. Self motivated having self confidence.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBS	Accounting	National University	Second Class	2012	One year	good result
BBS	Accounting	National University	Second Class	2011	Four years	Expect good result
HSC	Business Studies	Sreepur Dgree College, Sreepur, Gazipur.	CGPA:4.5 out of 5	2007	Two years	Excellent result
SSC	Business Studies	Gosinga High School, Sreepur, Gazipur.	CGPA:4.06 out of 5	2005	Two years	Good Result

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Merchaindising	*Introduction of Merchandising.* Introduction of Textile Science. *Clothing Materials. *Quality Management. *Quality Control Management.* Production Management. *Tools and Techniques for Merchandiser. *Consumption and Costing. Basic Pattern. *Sewing Technology *professional English	BGIFT institute of science and technogy (BIST)	Bangladesh	Gazipur	2015	6 Month

Professional Qualification:

Certification	Institute	Location	From	To
Computer certificate	National institute of training centre (NIT)	Gazipur,Dhaka	January 1, 2008	June 30, 2008

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Expected Salary : Tk. 18,000
 Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution
 Preferred District : Anywhere in Bangladesh.
 Preferred Organization Types : Banks, Garments, Buying House, Audit Firms /Tax Consultant, Group of Companies, E-commerce

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> Accounts M.Com.

Language Proficiency:

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	High	High	Medium

Personal Details :

Father's Name : Joynal Abedin
 Mother's Name : Safura Khaton
 Date of Birth : August 25, 1989
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam(sonni)
 Permanent Address : Vill: Kandania, P. O. Kapasia, P. S. Kapasia, Dist: Gazipur,
 Current Location : Gazipur

Reference (s):

Name : Md. Raisul Islam
 Organization : Elite Group
 Designation : Accounts Manager
 Address : Board Bazar, Gazipur
 Phone (Off.) :
 Phone (Res.) :
 Mobile : 01980503727
 EMail : raisulislam425@gmail.com
 Relation : Professional