

**MD.HABIB RAHMAN**

Address: House:57,Majar Road,Uttara, Dakshin Khan, Dhaka  
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**Career Objective:**

To secure a position with a well-established organization with a stable environment that will lead to a lasting relationship in the field of HealthCare. To obtain a position that will enable the use of my strong organizational skills.

**Career Summary:**

I worked for many reputed companies (Abul khair & Southeast group)and earned enough knowledge in the field of your given post. I think I am the most eligible candidate for your given post.

**Special Qualification:**

Work well under pressure as part of a team  
 Well-groomed appearance  
 Polite, respectful, & courteous manners  
 Responsible, efficient & flexible  
 Ability to work in a fast-paced,intense environment smoothly  
 Ability to elicit confidenc & build rapport

**Employment History:**

**Total Year of Experience : 2.2 Year(s)**

1. **Accounts Executive ( March 1, 2018 - April 30, 2019)**

**Abul Khalil Company Ltd.**

Company Location : Dhaka  
 Department: Accounts

2. **Accounts officer ( January 2, 2017 - December 31, 2017)**

**Southeast Interested Ltd**

Company Location : Dhaka  
 Department: Accounts

**Duties/Responsibilities:**

As a accounts officer with knowledge in Assistance in the processing of income expenditure reports as per financial directions of the company.

- 1.Update the financial data in the database.  
Supporting senior accountants in preparing monthly / annual closing.
- 2.Help with other assignment projects.  
To submit various reports to the head office.  
Check / cash deposit in bank account.
- 3.Maintain a manual register to collect checks and deposit in bank accounts.
- 4.Register a check deposit based on bank clearing report.
- 5.Enter different vouchers in ERP and  
Adjusting bank accounts.
- 6.Ensure and process registration of all business transactions.
- 7.Issuance of debtor-sponsored accounts and issuance of invoices.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Master of Business Administration (MBA)	Accounting	Asian University of Bangladesh	CGPA:3.25 out of 4	2019	2 years
Bachelor of Business Administration (BBA)	Accounting	National University	CGPA:3.25 out of 4	2017	4 years
HSC	Commerce	Chuadanga govt College	CGPA:4.94 out of 5	2013	2 Years
SSC	Commerce	Jessore sikkha Board Govt Model Sehool & College	CGPA:4.69 out of 5	2010	2010

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Work shop	RAC,EEE	Ministry of youth & sports	Bangladesh	Dhaka	2015	6 month
Computer Training	MS Word,Power point, Excel	Development Research Network	Bangladesh	Jessor	2014	6 month
Youth Development	Computer literacy program	Ministry of Youth & Sports(Government)	Bangladesh	Dhaka & Chuadanga	2014	6 month

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

Looking For : Entry Level Job  
 Available For : Full Time  
 Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution, General Management/Admin  
 Preferred District : Anywhere in Bangladesh.

#### **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>Computer skill</li> <li>Finance/ Accounts</li> </ul>	<p>MS word, Excel, Tipping, Browsing, Gmail, online basic communication etc.</p> <p>And Accounts recording,book kiping,Data update, ledger &amp; Accounts maintain with analysis.</p>

#### **Extra Curricular Activities:**

Technical and IT Skills:

Efficient in MS word,Excel,Email.  
 Efficiency in Internet Browsing, YouTube & Internet Based Communicative skills.

Strength:

Ability to work hard under pressure.  
 Strong Convincing Capability.

Entertainment:

Reading Book,Playing cricket & lisining songs.

#### **Language Proficiency:**

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

#### **Personal Details :**

Father's Name : Md.Faizur Rahman  
 Mother's Name : Mst.Badrin Naher  
 Date of Birth : March 13, 1995  
 Gender : Male  
 Marital Status : Married  
 Nationality : Bangladesh  
 National Id No. : 19951822304000092  
 Religion : Islam(Sunni)  
 Permanent Address : Mollick para, Chuadanga Sadar, Chuadanga Sadar, Chuadanga 7200  
 Current Location : Dhaka

#### **Reference (s):**

Reference: 01		Reference: 02	
Name	: MD.Hasan Ali	MD.Abdus Salam	
Organization	: MRS /BRB	Asian University of Bangladesh	
Designation	: DGM(Marketing)	Professor	
Address	: House#20.Sector:04,uttara,Dhaka-1230	House:34,Uttara,sector 07,Dhaka-1230	
Phone (Off.)	:		
Phone (Res.)	:		
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E-Mail	:		
Relation	: Relative	Academic	