

Last Updated : **May 12, 2018**

## **MD.MAHFIJUR RAHMAN**

Address: C/oNoman Siddique,Road:04,House:03.Block:A,Ground floor,Mirpur-02,Dhaka-1216.  
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### **Career Objective:**

To build up career as a high official in the hierarchy of any large, well reputed and humane organization where I should work in a challenging and competitive environment where hard work, sincerity and creativity are the keys towards success.

### **Career Summary:**

Admin and finance with more than 3.5 years of HR and call center management experience. Expertise in preparing financial statements, monitoring daily cash transactions, developing annual budgets, and recording all financial activities,recruitment,logistic,audit etc . A remarkable experience of working in administrations department in different international funded projects.

### **Special Qualification:**

Efficient for corporate work, Expert in Ms Word, Ms Excel, Ms Access & Ms Power Point, Networking,Consultant(Finance and Admin).

### **Employment History:**

**Total Year of Experience : 4.6 Year(s)**

1. **Senior Executive (Finance And Inventory) ( January 1, 2018 - Continuing)**

**Smart Technologies Ltd (Samsung)**

Company Location : Banani,Dhaka.

Department: Finance And Inventory

**Duties/Responsibilities:**

Finance And Inventory

2. **Sr Executive (Finance & Admin) ( September 1, 2015 - December 30, 2017)**

**Electrum Energy Ltd**

Company Location : Tejgao, Dhaka

Department: Administration

**Duties/Responsibilities:**

Finance and Admin.

3. **Customer Relation Officer ( April 1, 2014 - August 31, 2015)**

**BRAC Bank Ltd**

Company Location : Gulshan -1

Department: SME

**Duties/Responsibilities:**

Liability and Financing

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBA	Finance	Bangladesh University of Business and Technology	CGPA:3.5 out of 4	2017	2years	MBA
BBA	Finance	Bangladesh University of Business and Technology	CGPA:3.45 out of 4	2014	4years	BBA
HSC	Science	Sreemangal Govt College	CGPA:3.9 out of 5	2009	2 years	HSC
SSC	Science	BTRI High School	CGPA:4.25 out of 5	2007	10 years	SSC

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Call Center management	cover Call,Service,Compliance,Human Resource,Finance And Admin.	Electrum Energy Ltd.	Bangladesh	Mirpur -02,Dhaka-1216.	2017	06 month
Bank Management	Human Resource Management, General Banking,Call Center Management,Logistic,Financial Annalist,Remittance.	Alarafah Islami Bank	Bangladesh	Hemayetpur	2013	3 month

**Professional Qualification:**

Certification	Institute	Location	From	To
Call Center Management	Electrum Energy Ltd	Mirpur -02,Dhaka-1216.	January 1, 2017	June 30, 2017
MS office,Network,Graphics design. Hardware.	Mordern Computers.	Sreemangal.	January 1, 2011	June 19, 2011

**Career and Application Information:**

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 25000
Expected Salary	: Tk. 15,000
Preferred Job Category	: Accounting/Finance, Bank/Non-Bank Fin. Institution, General Management/Admin, Garments technician/Machine operator, Data Entry/Computer Operator, Graphic Designer
Preferred District	: Dhaka, MoulaviBazar, Sunamganj, Sylhet
Preferred Country	: Germany, Italy, New Zealand, United Kingdom, Australia, Canada, France, Kuwait, Mexico, Swaziland
Preferred Organization Types	: Banks, Govt./ Semi Govt./ Autonomous body, Multinational Companies, Tea Garden, Manpower Recruitment, Real Estate, Group of Companies, Call Center, Automobile, Cement Industry, Inventory/Warehouse, Financial Consultants

**Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>• Administrative/ Executive</li> <li>• Banks &amp; Financial</li> <li>• Computer Operator</li> <li>• Faculty/ Trainer</li> <li>• Data Entry Operator/ Supervisor</li> <li>• Activation Management</li> <li>• Human Resources &amp; Development</li> <li>• Financial Products/ Services Marketing</li> <li>• Financial Research</li> <li>• call center agent</li> </ul>	Consultant(Finance and admin),Negotiation and contracting skills about Proforma Invoices / Purchase / Sales Contracts,Able to handle all logistics activities related to Import & Export,Basic understanding on international payment method through banks / financial institutions,Expert in MS word,Power point,Excel,Call Manager,Good command English,Networking,Consider Customer,Graphics,SEO Marketing,Computer Hardware.

### **Extra Curricular Activities:**

Good Sportsman.Vocalist,Networking Outsourcing,Training & Motivation,poetry,Member Of Red cricent.

### **Language Proficiency:**

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

### **Personal Details :**

Father"s Name : Md.Abul Hossain  
 Mother"s Name : Khairun Nahar  
 Date of Birth : January 1, 1992  
 Gender : Male  
 Marital Status : Unmarried  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : C/o Md Abul Hossain ,East Ramnagor Monipuri  
 Para.P.O:+P.S:Sreemangal,Dist: Moulvibazar.  
 Current Location : Sylhet

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

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Md.Mainuddin Ahmed	SM.Noman Siddique
Organization	: Bangladesh Tea Research Institute(BTRI)	Electrum Energy Ltd
Designation	: Director.	Director
Address	: Sreemangal,Moulvibazar.	Mirpur, Dhaka
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01531504645	01911565741
EMail	: modernad2008@gmail.com	nomaneee@yahoo.com
Relation	: Relative	Professional