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MD.MAHIUL ISLAM

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Career Objective:

Seeking for a challenging position in a high growth company with considerable advancement opportunities where I can make the best use of my organizational, interpersonal and communication skills through hard work, passion and dedication for the progr

Special Qualification:

Accounting and Administrative work

Employment History:

Total Year of Experience : 6.8 Year(s)

1. **Asst. Accounts Officer (February 2, 2013 - Continuing)**

Leading University, Sylhet

Company Location : Sylhet

Department: Finance And Accouts

Duties/Responsibilities:

Preparing voucher, Maintaining cashbook, Bank reconciliation , General Ledger,
Maintaining receive and payment account,Petty Cash and Student Ledger.

2. **Marketing Officer (May 20, 2012 - September 9, 2012)**

Roxy Paints Ltd.

Company Location : Dhaka

Department: Marketing

Duties/Responsibilities:

Market operation, make strong customer relationship.

3. **Accounts Officer (October 10, 2011 - March 29, 2012)**

DoTz Academia

Company Location : Sylhet

Department: Accounts

Duties/Responsibilities:

Maintaining receive and payment account, Preparing voucher, Maintaining cashbook,
Bank transaction.

4. **Internship (February 23, 2011 - May 23, 2011)**

Leading University

Company Location : Sylhet

Department: Accounts

Duties/Responsibilities:

Maintaining student ledger, petty cash, preparing voucher, maintaining cashbook, general ledger, receive payment account, provident fund ledger.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBA	Accounting & Information System	Leading University, sylhet	CGPA:3.04 out of 4	2013	1 Year	-
Law	Law	Sylhet Law College	Enrolled	2015	2	-
BBA	Accounting	Leading University, sylhet	CGPA:3.18 out of 4	2011	Four Year	Academic
HSC	Commerce	Madan Mohan College,Sylhet	CGPA:3.7 out of 5	2006	-	-
SSC	Science	Pir Kashim Pur R N High School.Comilla	CGPA:3 out of 5	2004	-	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
First Aid Training	Fire Fighting, Fire Prevention, Rescue and First Aid Training.	Bnagla desh Fire Service & Civil Defence Directorate	Bangladesh	Sylhet	2015	2 days
Rotaract Training Camp	Planning, Administration and Management	Graduate Traning Institution.	Bangladesh	Bangladesh Agricultural University,Mymensingh	2011	11 to 16 March
Annual Training Camp -2011	Knowledge, discipline, unity	Bangladesh National Cadet Corps (BNCC) 2, Mainamati Battalion	Bangladesh	Comilla	2008	15 days

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Present Salary : Tk. 27700
Expected Salary : Tk. 10,000
Preferred Job Category : Accounting/Finance, Customer Support/Call Centre
Preferred District : Chattogram, Dhaka, Sylhet
Preferred Organization : Banks, Multinational Companies, Direct Selling/Marketing
Types : Service Company, Group of Companies, Call Center, Automobile

Specialization:

Fields of Specialization	Description
• MBA/ BBA	

Extra Curricular Activities:

ï Cadet Sergeant: Bangladesh National Cadet Corps (BNCC) 2, Mainamati Battalion in Leading University Platoon (2008-2010), Sylhet. ï Cadet: Bangladesh National Cadet Corps (BNCC) 2, Mainamati Battalion in Madan Mohan college(2005-2006), Sylhet. ï Field worker of Election working Group(parliament Election 2008) ï Executive Member of Red Crescent Society ï Life time member of HEXA computer & speaker club, Tilagor, Sylhet. ï Vice president: Rotaract Club of Leading University, Sylhet

Language Proficiency:

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

Personal Details :

Father"s Name : Md.Abdul Malek
 Mother"s Name : Samsusia Begum
 Date of Birth : October 20, 1988
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill:Bour Bag hour,Post:Bour Bag Hour,Jaflong,Goainghat,Sylhet.
 Current Location : Sylhet

Reference (s):

	Reference: 01	Reference: 02
Name	: Mr. Mohammadahim Ibrahim	Dr.Bashir Ahmed Bhuiyan
Organization	: Leading University	Leading University
Designation	: Director, Finance & Accounts	Associate Professor & Head
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Relation	: Relative	Academic
