

Last Updated : **January 15, 2019**

MD. ARAFAT HOSSAIN

Address: 44/A, chandrika villa, al-amin Road, Dhanmondi, 1205., New Market TSO, New Market TSO, Dhaka 1205
Mobile : 01818294625
email: arafat4625@gmail.com



Career Objective:

To hold a position in a reputed financial institution that offers interesting and challenging assignment with opportunities for career development.

Career Summary:

In the beginning of career I am highly desired to work in a reputed organization where I shall be able to explore my capabilities and gradually develop knowledge, skill and abilities to perform duties and responsibilities efficiently and effectively to add values to your organizations where I will find ample scope and opportunity to work and to promote to a significant position.

Special Qualification:

skilled at interacting with customers of all socioeconomic backgrounds. Hard worker quick learner and ability to assume responsibility.

Employment History:

Total Year of Experience : 2.3 Year(s)

1. Accounts officer (October 23, 2017 - Continuing)

UNIQUE GROUP

Company Location : Unique Oval, 45, Kemal Ataturk Avenue, Banani Dhaka 1213
Department: Accounts & Finance

2. Accounts officer (July 5, 2016 - February 28, 2017)

Mosharaf Group

Company Location : Red Crescent Borak Tower 37/3/A Eskaton Garden, ,Level# 01,07,09
71-72, Ramna, Dhaka-1000
Department: Accounts & Finance

Duties/Responsibilities:

- * Debit voucher prepared & posting in Tally software
- * Credit Voucher Prepared & posting in Tally software
- * Purchase Journal Posting in Tally software
- * Collection Journal Posting in Tally software
- * Sales voucher posting in Tally software
- * Monthly Bank Reconciliation
- * Perform any other assignment given by the authority.

3. contractual (June 1, 2015 - October 4, 2015)

Berger paints Bangladesh Ltd.

Company Location : House# 8, Road#2, sector#3 utara, Dhaka-1230, Bangladesh

Department: Marketing

4. Internship (February 1, 2015 - April 30, 2015)**Frist security Islami Bank LTD:**

Company Location : Banani Branch,Dhaka

Department: General Banking

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Master of Business Administration (MBA)	Finance	Daffodil International University	CGPA:3.2 out of 4	2015	2,year
Master of Business Studies (MBS)	Accounting	National University	Second Class, Marks :58%	2012	2011-2012
Bachelor of Business studies (BBS)	Commerce	National University	Second Class, Marks :57%	2010	2006-2007
HSC	Commerce	Agarpur Degree College	CGPA:3.9 out of 5	2006	2004-2005
SSC	Commerce	Agarpur Altab Memorial High School	CGPA:3.56 out of 5	2004	2002-2003

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
BITM	Business English for communication	BITM	Bangladesh	Dhaka	2017	one months
CDC	Career Development	Daffodil International university	Bangladesh	Dhaka	2014	10 day
Office Application Management	Introduction to computer, windows os & Application, Microsoft word, Microsoft Excel, Microsoft power point , Microsoft Access, Hardware Maintenance & Troubleshooting, Linux / ubuntu & open office , Internet & E-mail, Unicode Bangla	Bangladesh computer council	Bangladeah	sher-Bangla Nagar, Agargaon Dhaka 1207	2013	6 month
Language corse, south korean		Bureau of Manpower, Employment & Training	Bangladessh	Dhaka	2013	4`month

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Present Salary : Tk. 20000
 Expected Salary : Tk. 25,000
 Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution,
 Chef/Cook
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Canada
 Preferred Organization Types : Banks, Leasing, Investment/Merchant Banking,
 Telecommunication, Manufacturing (FMCG), NGO,
 Garments, Audit Firms /Tax Consultant, Airline, Electronic
 Equipment/Home Appliances, Garments Accessories

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • Administration • Accounts • Admin • Administrative/ Executive • Marketing • Finance 	Good communication and Business policy knowledge.

Extra Curricular Activities:

participated in debate competition in National debate competition 2014. Public speaking and debates workshops. Trekking an hiking or mountaineering. Chess club (for the ones who like to take it easy!) Learning a musical instrument such as the harp, guitar, piano etc. Playing regular sports like football and cricket etc.

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	Medium	Medium
korean	Medium	Medium	Medium

Personal Details :

Father"s Name : Md. Abdul Jalil Khan
 Mother"s Name : Mst. Ajlima Begum
 Date of Birth : July 15, 1989
 Gender : Male
 Marital Status : Single
 Nationality : Bangladeshi
 Religion : Islam
 Current Location : Dhaka

Reference (s):

	Reference: 01	Reference: 02
Name	: M. Mekarrom Hossain	Mohammad Al Mamun
Organization	: Daffodil International University	AB Bank Limited
Designation	: Professor	SAVP& Relationship Manager
Address	: Office: Prince Plaza, 4/2, sobhanbag Dhanmondi.	Madhabdi Branch Narsingdi
Phone (Off.)	: 02-9446113	02-9667709
Phone (Res.)	:	
Mobile	: 01714425437	01763437879
EMail	: mekarrom@daffodilvarsity.edu.bd	
Relation	: Academic	Relative

