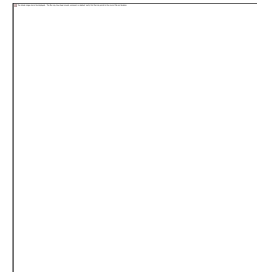


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **March 11, 2017**

MD. MIZANUR RAHMAN

Address: 266 Free School Street, Kathalbagan, Dhnamondi, Dhaka-1205
Mobile : +8801912808077
email:mithun28048@gmail.com, mithun28048@hotmail.com



Career Objective:

To get a challenging job in leading financial institution where my creative talent and innovative capabilities would be efficiently utilized to strengthen the organization's goal.

Career Summary:

I`ve completed my MBA program from Southeast University and now doing a job in Globex Marketing Co. Ltd. as Officer (Credit Recovery) and also doing CMA in ICMAB. I`m looking for a better job which will help me to improve & bring out my potential skills.

Special Qualification:

I can fit myself with any situation and capable of doing task under extreme pressures.

Employment History:

Total Year of Experience : 6.1 Year(s)

1. Account Officer (May 15, 2013 - Continuing)

Globex Marketing Company Limited

Company Location : RH Home Center (6th Floor), 74/B/1 Green Road, Dhk
Department: Accounts

Duties/Responsibilities:

01. Collection follow-up
02. Maintain good relationship with client
03. Keeping records of client billing & collection
04. Maintain Inter-departmental coordination
05. Maintain credit records and prepare list of credit

2. Sales Executive (April 1, 2012 - September 30, 2012)

Eastern Bank Ltd.

Company Location : Palledium Centre, Road # 95 & 97, Gulshan-2, Dhaka
Department: Cards

Duties/Responsibilities:

01. Selling Credit Cards
02. File Sourcing
03. Communicating Customers.

3. Brand Ambassador (July 1, 2011 - February 29, 2012)

Starpoint Rewards Bangladesh Limited

Company Location : House-40, Road-25, Gulshan-1

Department: Admin

Duties/Responsibilities:

01. Collecting money from the customer/client in terms of Cash Payment, Check Payment and Credit Payment.
02. Meeting a client with proper company documents.
03. Briefing information and facilities about the product/service.
04. Depositing check or cash to the Bank a/c.
05. Paying reservation bill of customers to the Hotels.

4. Intern (February 1, 2011 - May 2, 2011)**Mercantile Bank Limited**

Company Location : Kawran bazar, Dhaka

Department: General Banking

Duties/Responsibilities:

Sorting Vouchers & Check entry.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBA	Finance	Southeast University	CGPA:3.46 out of 4	2012	1 Year	MBA Certificate
BBA	Finance	Darul Ihsan University	CGPA:3.67 out of 4	2011	Four Years	BBA certificate
HSC	Science	Ideal College	CGPA:3.8 out of 5	2006	2 years	H.S.C. certificate
SSC	Science	Tejgaon Govt. Boys High School	CGPA:4.38 out of 5	2004	2 years	S.S.C. certificate

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Motivation Training		JCI	Bangladesh	Rings In Hotel, Gulshan-1	2011	3 hrs

Professional Qualification:

Certification	Institute	Location	From	To
CMA	ICMAB	Nilkhet	January 1, 2014	February 9, 2014
Spoken English	MABS International	Kalabagan Branch	July 1, 2006	December 30, 2006

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 29000
 Expected Salary : Tk. 12,000

Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution
 Preferred District : Dhaka
 Preferred Country : United States
 Preferred Organization Types : Banks, Insurance, Advertising Agency, NGO, Buying House, Hotel

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • Accounts • Admin • Credit Administration 	I have working experience in Credit Management, Accounts, Sales & Customer Relation.

Extra Curricular Activities:

I have good knowledge on computer and computer based applications.

Language Proficiency:

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

Personal Details :

Father's Name : Md. Mofizur Rahman
 Mother's Name : Salina Begum
 Date of Birth : June 22, 1989
 Gender : Male
 Marital Status : Single
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : 24/E Free School Street, Kathal Bagan, Dhnamondi, Dhaka-1205
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Shahnawaz Ahmed Khan	AHMEDUL HAQUE
Organization	: Dragon Group	Mercantile Bank Limited
Designation	: Chief Financial Officer	Excutive Vice President
Address	: 25/2, DIT Road, Malibagh, Chowdhury Para, Dhaka-1219	99, Kazi Nazrul Islam Avenue, Kawran Bazar C/A Dhaka-1215, Bangladesh
Phone (Off.)	: 8315572	8112440, 8141910
Phone (Res.)	:	
Mobile	: 01715-485140	01711535942
EMail	: shahnawaz@dragon-sweater.net	mblkawranbazar@mblbd.com
Relation	: Relative	Professional