

Last Updated : **October 9, 2015**

MD. REZAUL KARIM

Address: Vill: Pagar-132 Joimat Khan Road, P.O: Monnunagar, P.S:
Tongi, Dist: Gazipur.
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Career Objective:

To exchange maximum value with reputed organization and to join in a dynamic working and professional environment where enterprising spirit and effort is valued, individual and team performance is rewarded.

Career Summary:

Experienced Administrative Assistant, successful in accounts management, etc.

Special Qualification:

Work well under pressure as part of a team. Well-groomed appearance. Polite, respectful and courteous manners. Responsible, efficient and flexible. Ability to work in a fast-paced, intense environment smoothly. Talented in problem solving.

Employment History:

Total Year of Experience : 1.3 Year(s)

1. Quality Supervisor (January 1, 2015 - June 30, 2015)

Jeans & Polo Ltd.

Company Location : BSCIC, Tongi-Gazipur

Department: Production Management

Duties/Responsibilities:

Maintaining production, supervising product quality and cooperate with line manager by following buyer instruction etc.

2. Assistant Accountant (June 1, 2014 - December 24, 2014)

Artex Fabrics Ltd.

Company Location : A-95, BSCIC, Tongi, Gazipur.

Department: Account management

Duties/Responsibilities:

Maintaining register book, ladger book, cash-petty cash book, making debit & credit voucher, maintaining challan & Gate pass book of wastage sales etc.

3. Internship Trainee (March 4, 2013 - June 5, 2013)

Rupali Bank Ltd.

Company Location : Tongi-Gazipur

Department: Marketing

Duties/Responsibilities:

Maintained overall commercial banking.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
BBA	Finance	National University	CGPA:3.27 out of 4	2011	4 years, 8 semester
HSC	Business Studies	Uttara Anwara Degree College	CGPA:4.2 out of 5	2007	2 years
SSC	Equivalent	Bangladesh Open University.	CGPA:3.5 out of 5	2004	2 years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Internship	Commercial Banking System A Case Study on the Rupali Bank Ltd.	Rupali Bank	Bangladesh	Tongi branch, Tongi, Gazipur.	2013	3 months

Career and Application Information:

Looking For : Entry Level Job
Available For : Full Time
Expected Salary : Tk. 20,000
Preferred Job Category : Garments/Textile, Marketing/Sales
Preferred District : Dhaka, Gazipur, Narayanganj
Preferred Organization : Banks, College, Advertising Agency, NGO, Garments, Buying
Types House, Pharmaceuticals, Direct Selling/Marketing Service
Company, Cosmetics/Toiletries/Personal Care, Group of
Companies, Call Center, Share Brokerage/ Securities House

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none">English (Language)MathAccounting	I have given tuton as a private tutor from 2003 to 2013.

Language Proficiency:

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	High	High	Medium

Personal Details :

Father"s Name : Md. Golam Mostafa Kamal
Mother"s Name : Rabea Begum
Date of Birth : February 10, 1988
Gender : Male
Marital Status : Single
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Vill: Pagar-132 Joimat Khan Road, P.O: Monnunagar, P.S: Tongi, Dist:
Gazipur.
Current Location : Gazipur

