

## **Md. Samsul Arefin**

Contact Address:

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### **Objective:**

To be efficient and successful in work to build up a strong career in the respective field.  
To work in a favorable environment of suitable and stable organization with challenge and creativity and with a sound superior.

### **Education:**

#### **Program : Masters of Business Administration (MBA)**

Institute : University of Information technology & Science.

Year : Completed in 2011

Major : Finance & Accounting.

Performance : GPA-3.26 out of 4

#### **Program : Masters of Business Study (MBS)**

Institute : Govt. Commerce College, Chittagong.

Year : Completed in 2010

Major : Accounting.

Performance : Second Class.

#### **Program : Bachelor of Business Study (BBS)**

Institute : Uttar Kattali Al-Haj Mostafa Hakim College, Chittagong.

Year : Completed in 2008

Performance : 2<sup>nd</sup> Class

#### **Program : Higher Secondary Certificate (HSC)**

Institute : Uttar Kattali Al-Haj Mostafa Hakim College, Chittagong

Year : Completed in 2004

Group : Business Studies

Performance : GPA-2.30

#### **Program : Secondary School Certificate (SSC)**

Institute : kattali Nurul Hoq Chy.High School

Year : Completed in 2002

Group : Business Studies

Performance : GPA-2.50

**Computer Skills:**

Microsoft office (MS Word, MS Excel, MS PowerPoint, MS Access, Email)

**Experience:**

General Manager of Vision Diagnostic Medical & Research Center from July, 2016 to Continue.

HRO and Cum Accounts officer at Al Amin Hospital (pvt) Ltd from 2 January 2013 to July 2016.

Accounts Officer at a Private School. (2010-2013)

Marketing officer in a software company.2009-2010

**Responsibility:**

Accounts (Cash Receipts, Cash Payment, Voucher posting, Daily Accounts Maintain, Monthly Statement, Prepare Statement of Financial Position etc.)

HR Software Maintain, Prepare Salary Sheet, Duty Roster, Training, Requirements, Attendance Software.

Purchase Necessary product of Hospital.

**Skill and Training:****VAT (2012) From bdjobs Training Center:**

Mushak 2.3, Mushak 4.3, Mushak 6.1, Mushak 6.2, Mushak 6.2.1, Mushak 6.3, Mushak 9.1

**Supply Chain Management From Bangladesh Institute of Management:**

Demand Management, Distribution Management, Transportation Management, Customer Satisfaction, Sustainable Supply Chain Design Warehouse Management etc.

**Personal Information:**

Name : Md.Samsul Arefin  
Father's name : Md.Yahiya  
Mother's name : Samima Akter  
Date of Birth : 25<sup>th</sup> February 1986  
Nationality : Bangladeshi  
Religion : Islam  
Marital states : Married  
National ID No : 4625803749

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