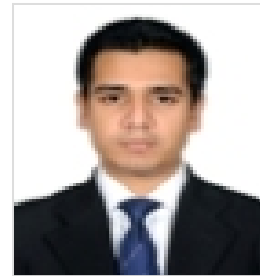


Last Updated : **May 15, 2014**

MUHAMMAD MUMINUR RAHMAN

Address: House: 86,Road: 03, Block: E, Uposhahar, Sylhet.
Mobile : 01737907352
email:mumin_rahman@live.com, muminaci@gmail.com



Career Objective:

Like to serve in a responsible position at a well-structured organization and successfully apply acquired managerial and interpersonal skills to enhance organizational efficiencies.

Employment History:

Total Year of Experience : 7.8 Year(s)

1. Regional Finance Executive (May 17, 2012 - Continuing)

ACI Logistics Ltd

Company Location : Novo Tower, 270 Tejgoan I/A, Dhaka

Department: Finance

Duties/Responsibilities:

Execute all the functions of Buffer Fund and Internal & External Customer Relation activities of Sylhet Region, like -

Payment to suppliers, Customer/suppliers dealings & service, prepare payment schedule, Controlling Credit limit, Negotiation for payment, BF Refill, DSD Cheque Management, Bill checking, BF Reconciliation, Banking, Data Entry, Reporting, VAT Submission, Gondola Rent Collection, Outlet Visit, Communication with internal and external customer, Panning, Monitoring and Problem Solving etc.

2. Customer Relation Officer (January 1, 2011 - February 28, 2012)

United Hospital Ltd

Company Location : Plot 15,Road 71,Gulshan-2,Dhaka

Department: Customer Relation Department

Duties/Responsibilities:

• Dealing Patients through telephone and face to face,

• Make appointment between Doctors& Patients

• Buildup relationship with Patients.

• Maintain Communication with Patients.

• Customer service &

• Execute various type of work with UHL & CRD software.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Finance	Atish Dipankar University of Science and Technology	CGPA:3.3 out of 4	2011	1 years
BBA	Finance	Atish Dipankar University of Science and Technology	CGPA:3.63 out of 4	2008	4 Years
HSC	Humanities	Jointa college	CGPA:2.6 out of 5	2004	2 Years
SSC	Science	Central jointa High School	CGPA:3.38 out of 5	2001	-

Professional Qualification:

Certification	Institute	Location	From	To
Computer Fundamental	IDB-BISEW IT Scholarship	Asia Pacific Communication Ltd. Dhanmondi, Dhaka.	October 1, 2011	December 14, 2011

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Expected Salary : Tk. 15,000
 Preferred Job Category : Accounting/Finance, IT/Telecommunication
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Germany, India, Australia, Canada, Denmark, Finland,
 France, Hong Kong, Iran, United Arab Emirates
 Preferred Organization : Banks, Leasing, Telecommunication, College, NGO, Public
 Types Relation Companies, Embassies/Foreign Consulate, Hospital, Airline, Group of Companies

Language Proficiency:

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

Personal Details :

Father"s Name : Md Khalilur Rahman
 Mother"s Name : Asia Khatun
 Date of Birth : June 1, 1985
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill:Durgapur,Po:Chatul Bazar,Ps:Kanaighat,Dis:Sylhet
 Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Eng. Faruk Ahmed	Sheikh Ariful Islam
Organization	: Local Government Engineering Department (LGED)	Premier Bank
Designation	: Asst. Engineer	Senior Officer
Address	: Hobiganj District, Sylhet	Premier Bank, Banani Branch, Iqbal tower
Phone (Off.)	: 083162520	9887581-4, Ext-307
Phone (Res.)	:	
Mobile	: 01712161626	01819414629
EMail	:	prbangl@bttb.net.com
Relation	: Others	Others
