

Last Updated : **January 26, 2017**

MUSHFIQUR RAHMAN

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Career Objective:

To obtain a challenging position in business arena that will provide future opportunities for growth and development to use my skills and experience that I have acquired in my study life and to dedicate my whole effort to achieve the company goal.

Special Qualification:

Capable to work in accounting software Tally.

Employment History:

Total Year of Experience : 2.3 Year(s)

1. Junior Accountant (December 8, 2015 - October 6, 2016)

Royal Educare Limited

Company Location : 1 Lovely Road, Subidbazar, Sylhet, Bangladesh.

Department: Finance & Accounts

Duties/Responsibilities:

1. Update students tuition fees & other fees in Tally and excel sheet.
2. Maintained Bank Book & Cash Book.
3. Monthly VAT submission.
4. Maintained petty Cash.
5. Contributed in annual budget making.
6. Monitored eagle shop inventory, cash & food services.
7. Maintained several Bank Accounts.
8. Responsible for making order and payment to vendors and suppliers.
9. Bank statement reconciliation.
10. Other payments & receipts.

2. Accountant (March 1, 2015 - November 30, 2015)

Moon Travels

Company Location : 2nd floor, R.K Complex, M. Saifur Rahman Road, Moulvibazar-3200, Bangladesh.

Department: Accounts

Duties/Responsibilities:

1. Receive customer ticket payments and other bills.
2. Handle petty cash.
3. Process salary slips.
4. Check attendance report
5. Manage finance.
6. Make financial report
7. Responsible for payments and receipts.
8. Maintain banking transactions.
9. Update daily financial transactions in excel sheet.

3. Virtual Assitant (June 1, 2014 - February 28, 2015)**Staff India**

Company Location : House-34, Block-B, Main Road, Shahjalal Uposhahar, Sylhet-3100, Bangladesh.

Department: Website Maintenance

Duties/Responsibilities:

1. Maintain good relationship with clients by contacting through skype and email.
2. Check and verify users identifications.
3. Approve verified users for accessing in company"s social network site.
4. Online marketing.
5. Communicate with UK and USA based clients and do work according to their requirements.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
BBA	Finance & Banking	Leading University, Sylhet	CGPA:3.53 out of 4	2014	4 years
HSC	Business Studies	Madan Mohan College, Sylhet.	CGPA:4.3 out of 5	2009	2 years
SSC	Business Studies	Jamalganj High School	CGPA:3.88 out of 5	2007	5 years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Corporate Sales Management	Corporate Sales	Otobi Limited	Bangladesh	Dhaka	2015	7 Days
MS Office	MS Office	Bravo IT Limited	Bangladesh	Sylhet	2010	6 Months

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Expected Salary : Tk. 10,000
 Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution
 Preferred District : Dhaka, Sylhet
 Preferred Country : Germany, Greece, New Zealand, Sweden, United States,
 Australia, Canada, France, Spain, Switzerland
 Preferred Organization Types : Banks, Leasing, Investment/Merchant Banking, NGO,
 Shipping, Audit Firms /Tax Consultant, Airline, Group of
 Companies, Automobile

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> • Administrative/ Executive • Banks & Financial • Merchandising • Supervisor • Business development • Credit Administration • Finance • Finance & Bank Operation • Financial/ Banking service

Language Proficiency:

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

Personal Details :

Father"s Name : Habibur Rahman
 Mother"s Name : Minara Begum
 Date of Birth : September 16, 1991
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill-kalaguja,P.O-Selimganj,Upozila-Jamalganj,Sunamganj
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Zahed Hussain	Tofail Ahmed
Organization	: Leading University,Sylhet	Royal Educare Limited
Designation	: Senior Lecturer	Bursar
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Relation	: Academic	Professional