

**CURRICULUM VITAE
OF
MD. ABDULLA AL RAHAT**



**Vill: Choto Gozia Para,
P.O: Ghoradap Bazar,
P.S: Jamalpur Sadar, Jamalpur
Mob: 01674-427565
E-mail: rahatbubt@yahoo.com**

Career Objective:

I would like to devote all my knowledge, skills and experience to any profession in a prosperous way where honesty, transparency and accountability would be evaluated. I will provide be the best performance with the help of my previous experience and energy. I could utilize the opportunity to strengthen the organization and build up my own career also.

Academic Backgrounds:

Bachelor of Business administration (BBA):

University	:	Bangladesh University of Business & Technology
Program	:	BBA (Major in Finance)
CGPA	:	3.19 (out of 4.0)
Passing year	:	2015

Higher Secondary Certificate (H.S.C):

Institution	:	Mymensingh Govt. Commercial Institute. Mymensingh
GPA	:	4.36 (out of 5.0)
Group	:	Business studies
Board	:	Dhaka
Passing Year	:	2010

Secondary School Certificate (S.S.C):

Institution	:	Varuakhali M. N. A. High School
GPA	:	3.19 (out of 5.0)
Group	:	Business Studies
Board	:	Dhaka
Passing Year	:	2008

Working Experience:

- **Company- Transcom Distribution Company Ltd (from October'03, 2016) Till Now.**
Position: Assistant Accounts Officer (TDCL Sylhet Branch.)

Responsibilities and Duties:

- ✓ Receiving daily Sales collection from field staff and deposit to bank.
- ✓ Maintain Cash & Bank Book.
- ✓ Prepare computer generated money receipts.
- ✓ Prepare bank reconciliation statement.
- ✓ Prepare Debit & Credit Voucher.
- ✓ Prepare Weekly Money Receipt and Payments.
- ✓ Prepare monthly sales Statement Brand Wise.
- ✓ Prepare Sales and Return VAT challan.
- ✓ Monthly Vat statement.
- ✓ Responsible to check fuel and gas and servicing bill regularly.
- ✓ Weekly Stock counting and maintain FEFO, LEFO.
- ✓ Proven ability in working on ERP software and M-Reporting software.

- **Company- Cleopatra Challenger (from May 25, 2015 To September, 2016)**

Responsibilities and Duties:

- ✓ Receiving daily Sales collection.
- ✓ Preparation of LC & liaison with bank for others relevant task.

Computer Skill:

MS Word, MS Excel, MS Power-Point, Internet (E-mail, Browsing) etc.
Experience in ERP Software and M-reporting Software
Mail to Mail Communication ability.

Language Proficiency:

Have an excellent skill in writing, Speaking & Reading both Bengali & English Language.

Personal Information:

Name	:	Md. Abdulla Al Rahat
Father's Name	:	Md. Monzurul Hoque
Mother's Name	:	Rumesa Khatun
Date of Birth	:	02-01-1990
Nationality	:	Bangladeshi by Birth
Religion	:	Islam
Sex	:	Male
Marital Status	:	Unmarried
Blood Group	:	O+ (positive)

Permanent Address : Vill: Choto Gozia Para, P.O: Ghoradap Bazar, P.S: Jamalpur Sadar, Jamalpur

Mailing Address : Patharia Palace, 1st floor, Manikpir Road, Nayasarak, Sylhet.

Mob: 01674-427565, E-mail: rahatbubt@yahoo.com

Training:

- Three months Internship at Shahjalal Islami Bank Ltd, (From November 09, 2014 to February 09, 2015) Mirpur Branch.

Personal Attributes:

- ❖ Strong Confidence and spirit to face challenges.
- ❖ Promising to be honest and dedicated in case of the responsibility I hold. Strong interpersonal and communication ability.
- ❖ Good managerial and leadership skill.

Reference:

Engr. Mostafa Kamal
Plant Manager (R.M.C)
Sinnam Engineering LTD
Mob: 01713-638057

Md. Azmul Huda
Credit-Officer (Progati)
Brac, Sonargoan, Narayanganj
Mob: 01762-723672

Declaration:

I do hereby declare and certify that all information stated above in this profile is true and complete to the best of my knowledge.

Date:

(MD. ABDULLA AL RAHAT)