

Last Updated : **December 10, 2017**

REZWANUL ISLAM RUMEL

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Career Objective:

Leading and skillfully manage financial and accounting operations of an organization, achieve long term strategic goals and ensure continued business growth.

Career Summary:

Working at BPOSYL Ltd as Trainee Graduate Accounts Associates. Previously worked for Alam Ahmed UK immigration centre as accountant, Apollo Hospitals Dhaka as medical information officer and for British Academy as Accountant. I have 4 Years of working experiences in Accounting, Finance, management and Administration.

Employment History:

Total Year of Experience : 6.8 Year(s)

1. Trainee Graduate Accounts Associate (April 1, 2016 - Continuing)

BPOSYL Ltd

Company Location : 47/2, Uddipon Mirabazar, Sylhet

Department: Accounting

Duties/Responsibilities:

Bookkeeping for client from their financial data, Analyzing financial transactions and prepare profit and loss statement, advice on decreasing Tax and other liabilities, etc.

2. Accountant (August 1, 2014 - March 31, 2016)

Alam Ahmed UK immigration centre

Company Location : Sylhet

3. Medical Information Officer (July 1, 2013 - July 31, 2014)

Apollo Hospitals Dhaka

Company Location : Dhaka

4. Accountant (February 1, 2012 - June 10, 2013)

British Academy

Company Location : 51, Polashi, First floor, Zindabazar, Sylhet

Duties/Responsibilities:

receiving and recording payments from the clients, maintaining accounting books, depositing and withdrawing money from the bank account, dealing with clients

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Finance & Banking	Metropolitan University, Sylhet	CGPA:3.75 out of 4	2012	1 year
BBA	Finance & Banking	Metropolitan University, Sylhet	CGPA:3.4 out of 4	2011	4 years
HSC	Business Studies	Modan Mohan College, Sylhet	CGPA:3.6 out of 4	2007	2 Years
SSC	Business Studies	The Aided High School, Sylhet	CGPA:3.5 out of 4	2005	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Customer Service	* Business Development	Apollo Hospitals Dhaka	Bangladesh	Dhaka	2013	30 Days

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Expected Salary : Tk. 20,000
 Preferred Job Category : Accounting/Finance, Marketing/Sales
 Preferred District : Anywhere in Bangladesh.
 Preferred Organization :
 Types

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • MBA/ BBA • Corporate Finance 	

Extra Curricular Activities:

IELTS Academic overall band score 7.0

Language Proficiency:

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

Personal Details :

Father"s Name : Md. Habib Uddin Ahmed
 Mother"s Name : Hazera Akther
 Date of Birth : August 4, 1988
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Shebok-90, Raynagar, Sylhet
 Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Mohammad Jamal Uddin	Md. Mizanur Rahman
Organization	: Mettropolitan University, Sylhet	Metropolitan University, Sylhet
Designation	: Assistant Professor	Lecturer
Address	: Pathantula, Sylhet	Uposhahar, Sylhet
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Phone (Res.)	:	
Mobile	: 01558-347255	01719070981
EMail	:	
Relation	: Academic	Academic
