

# Curriculum Vitae

of

## Syod Ziaul Hasan

Vill.: Bhujbol, Post.: Karnigram, P.S.: Rajnagar,

Dist.: Moulvibazar. Mobile No.: +8801739796070

Email: syod.szh@gmail.com



<b>Pilgrimage Objective</b>	Searching for a desirable opportunity with which I will have the scope in utilizing my skills and potentiality to do something innovative for the benefit of the society and from which I will be able to enhance my knowledge and efficiency.																																								
<b>Work Experience</b>	<b>Company Name:</b> Jalalabad Gas T & D System Limited <b>Position:</b> Intern <b>Durations:</b> October 01, 2016- December 31, 2016 <b>Responsibility:</b> <ul style="list-style-type: none"><li>▪ Handle accounts payable and receivable</li><li>▪ Maintain records of business costs, such as labor and material</li><li>▪ Reconcile accounts with the general ledger</li><li>▪ Handle general account queries</li><li>▪ Contact clients about invoices that are past due</li><li>▪ Ledger Maintain</li><li>▪ Budget Clearance</li></ul>																																								
<b>Scholastic Records</b>	<b><u>Master of Business Administration (MBA)</u></b> <table><tr><td><b>Institution</b></td><td>Leading University, Sylhet.</td></tr><tr><td><b>Department</b></td><td>Business Administration</td></tr><tr><td><b>Major</b></td><td>Finance and Banking</td></tr><tr><td><b>Result</b></td><td>CGPA 3.87 (out of 4.00)</td></tr><tr><td><b>Passing Year</b></td><td>2017</td></tr></table> <b><u>Bachelor of Business Administration (BBA)</u></b> <table><tr><td><b>Institution</b></td><td>Leading University, Sylhet.</td></tr><tr><td><b>Department</b></td><td>Business Administration</td></tr><tr><td><b>Major</b></td><td>Finance and Banking</td></tr><tr><td><b>Result</b></td><td>CGPA 3.44 (out of 4.00)</td></tr><tr><td><b>Passing Year</b></td><td>2016</td></tr></table> <b><u>Higher Secondary Certificate</u></b> <table><tr><td><b>Institution</b></td><td>Shahjalal City College, Sylhet.</td></tr><tr><td><b>Group</b></td><td>Business Study</td></tr><tr><td><b>Result</b></td><td>GPA 4.90 (out of 5.00)</td></tr><tr><td><b>Passing Year</b></td><td>2012</td></tr><tr><td><b>Board</b></td><td>Sylhet</td></tr></table> <b><u>Secondary School Certificate</u></b> <table><tr><td><b>Institution</b></td><td>Bimolacharan Bohumukhi High School, Rajnagar.</td></tr><tr><td><b>Group</b></td><td>Humanities</td></tr><tr><td><b>Result</b></td><td>GPA 3.50 (out of 5.00)</td></tr><tr><td><b>Passing Year</b></td><td>2010</td></tr><tr><td><b>Board</b></td><td>Sylhet</td></tr></table>	<b>Institution</b>	Leading University, Sylhet.	<b>Department</b>	Business Administration	<b>Major</b>	Finance and Banking	<b>Result</b>	CGPA 3.87 (out of 4.00)	<b>Passing Year</b>	2017	<b>Institution</b>	Leading University, Sylhet.	<b>Department</b>	Business Administration	<b>Major</b>	Finance and Banking	<b>Result</b>	CGPA 3.44 (out of 4.00)	<b>Passing Year</b>	2016	<b>Institution</b>	Shahjalal City College, Sylhet.	<b>Group</b>	Business Study	<b>Result</b>	GPA 4.90 (out of 5.00)	<b>Passing Year</b>	2012	<b>Board</b>	Sylhet	<b>Institution</b>	Bimolacharan Bohumukhi High School, Rajnagar.	<b>Group</b>	Humanities	<b>Result</b>	GPA 3.50 (out of 5.00)	<b>Passing Year</b>	2010	<b>Board</b>	Sylhet
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<b>Achievements</b>	<ul style="list-style-type: none"> <li>Online Marketing Fundamentals from E-marketing Institute, certificate number: CERT00126642-EMI.</li> <li>NASSCOM IT-ITES.</li> </ul>		
<b>Training</b>	<b>Tanning Title:</b> ITES Foundation Skills Training on Digital Marketing. <b>Duration:</b> Three months <b>Organizer:</b> LICT Bangladesh, BCC and ICT Division. <b>Institution:</b> Leading University		
<b>Computer Skills</b>	<b>Application Software:</b> <ul style="list-style-type: none"> <li>MS Office Package Program</li> <li>Internet Browsing.</li> </ul> <b>Operating System:</b> Windows XP, 7, 8, 10 and Linux. <b>Content Management System</b> WordPress		
<b>Language Proficiency</b>	Have a good command in Bengali and English (IELTS:6.00) both oral and written.		
<b>Personal Information</b>	Name	Syod Ziaul Hasan	
	Father's Name	Syod Abdul Muij	
	Mother's Name	Khondkar Nurun Nessa	
	Date of Birth	January 30, 1994	
	Nationality	Bangladeshi (By birth)	
	NID	19945818063000074	
	Birth Certificate	19945818063025266	
	Religion	Islam	
	Blood Group	A+(ve)	
	Sex	Male	
	Marital Status	Unmarried	
	Height	5' -7"	
	Permanent Address	Vill.: Bhujbol, Post.: Karnigram, P.S.: Rajnagar, Dist.: Moulvibazar.	
	Present Address	Vill.: Bhujbol, Post.: Karnigram, P.S.: Rajnagar, Dist.: Moulvibazar.	

**Authentication**

I declare that all information stated in this CV is true and complete to the best of my knowledge. I authorize you/your representative/ agent to verify the information provided in this CV.



(Syod Ziaul Hasan)