**Resume**



**Of**

**MAMUNUR RASHID**

Cell: 01920167433

E-mail:[ma\_moonju@yahoo.com](mailto:ma_moonju@yahoo.com)

[mamoon2114@gmail.com](mailto:mamoon2114@gmail.com)

#### **Objective**

An exciting analytical creative position where, there is an opportunity to work with people in an environment of excellence and passion.

#### **Experiences**

* At present I am working at Alif Group -Head Office, Textile Division (Alif Textiles Ltd., CMC-Kamal Textile Mills Ltd., Alif –Unitex Co. Ltd.) as an Executive Officer (Commercial) from 23.09.2013 to till date.

**Responsibility:**

1. Export & Import through LC
2. LC open, Back to Back LC open, LC documentation, Register maintain, Bank maturity collection and others related task.
3. GSP & Cash incentive certificate issue from Bangladesh Textile Mills Association BTMA).

* Worked at SGS Bangladesh Ltd. (a multinational Testing, Inspection, Verification & Certification organization) in Business development department as an Asst. Executive Officer from 23.12.2012 to 20.09.2013

**Responsibility:**

1. Communicate with various related party to inform about our services to develop business.
2. Help to solve any problem regarding our service.

#### **Academic Qualifications**

**2010** Masters of Business Administration (M.B.A)

Jagannath University

Subject: Accounting and Information Systems

Session: 2008-2009

Result: 3.39 out of 4

**2008** Bachelor of Business Studies (B.B.S)

Jagannath University

Subject: Accounting and Information Systems

Session: 2004-2005

Result: Second Class (56% marks obtained)

**2004**  Higher Secondary Certificate (H.S.C)

Nazim Uddin Bhuyain College.

Group: Business Studies.

Board: Dhaka

Result: 4.50 out of 5

**2002** Secondary School Certificate (S.S.C)

JagatpurShadana High School

Board: Comilla

Group: Science

Result: 3.13 out of 5

#### **Professional Course**

* Completed Foundation Level & Studying Professional Level-1 of Cost Management Accountant (CMA) at The Institute of Cost & Management Accountant of Bangladesh (ICMAB).
* Completed six months short course on basic operation of accounting soft ware ‘Tally’ from Jagannath University AIS Computer lab.

#### **Internship**

#### Completed three month internship program from Bangladesh Development Bank Limited (BDBL) on overall banking activates.

#### **Computer Skill**

* Operating System- Windows XP, 2003,2007
* Application- MS Office and Internet

#### **Analytical ability**

* Capable of analytical thinking and problem solving.
* Able to pick new concepts quickly and self- motivated to learn.

#### **Personal strength**

* Punctual, reliable and hard working
* Good verbal/written communication skills and effecting team player
* Strong time/ task management skills

#### **Personal Details**

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| Name | : | Mamunur Rashid |
| Fathers Name | : | Abdul Mannan |
| Mothers Name | : | Halima Begum |
| Date of Birth | : | 21 October,1986 |
| Sex | : | Male |
| Nationality | : | Bangladeshi |
| Religion | : | Islam |
| Marital Status | : | Single |
| Height | : | 5.4ft |
| Blood Group | : | A+ |
| Permanent Address | : | Vill: Nayakandi. P.O: Satany. P.S: Tatis. Dist: Comilla. |
| Present Address | : | 55/B, (Flat no.20), Chayabithi Estern Housing Ltd.  East Bashabo, Dhaka. |

#### **Reference:**

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| 1. **Niaz Morsed2. 2. Md. Mohasin Sarker**   Chief Operating Officer Project Engineer  Alif Group. Siddak & Company  Gulshan-2, Dhaka. Dhaka1236.  Cell – 01612700000 Cell-01716217900 |
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I hereby declare that all the information furnished in this resume is true, complete and correct.

Mamunur Rashid

Date:…..………