**RESUME**

**OF**

**Md. Masud Rana**

Mobile- 01716-492621

E-mail: masudjona@gmail.com

**CAREER OBJECTIVES**

A challenging career in a dynamic organization where there is an opportunity that provides an excellent job environment for career growth and practice a professional performance culture where the quality performance of talent and creativity is recognized and rewarded as well as to utilize my knowledge and experience for professional career development.

**ACADEMIC QUALIFICATION**

**(M.B.S) MASTER’S OF BUSSINESS STUDIES:**

Institution : Govt. Ananda Mohan College

Subject : Accounting

Result : 2nd class

Average Marks : 54.2

Year of Passing : 2009

University : National University

**(B.B.S) 4th year Hon’s**

Institution : Govt. Titumir College, Dhaka

Subject : Accounting

Result : 2nd Class

Average Marks : 59.21

Year of Passing : 2008

University : National University

**Higher Secondary Certificate**

Name of examination : H.S.C

Institution : Govt. Bhawal Badre Alam College, Gazipur.

Group : Business Studies

Result : GPA-3.20

Year of Passing : 2004

Board : Dhaka

**Secondary School Certificate**

Name of examination : S.S.C

Institution : Sonar Bangla High School.

Group : Business Studies

Result : GPA-3.63

Year of Passing : 2002

Board : Dhaka

**EXPERIENCE-1**

**COMPUTER PROFICIENCY**

Company Name : Runner Automobiles ltd. (Runner Group)

Company Business : Manufacturing

Company Location : Dhaka

Department : Account’s

Position Held : Sr. Executive- Accounts

Duration : December 01, 2014 To Continuing

**EXPERIENCE-2**

**COMPUTER PROFICIENCY**

Company Name : Navana Welding Electrode Ltd.(Navana Group)

Company Business : Manufacturing

Company Location : Gazipur

Department : Account’s

Position Held : Officer- Accounts

Duration : September 12, 2012 To November 30, 2014

**EXPERIENCE-3**

Company Name : NGO Forum For Drinking Water Supply And Sanitation

Company Business : NGO’s

Company Location : Mymensingh

Department : Account’s

Position Held : Accounts Assistant

Duration : January 1,2009 to November 20, 2011

Operating System : Windows XP./Windows 7

**COMPUTER PROFICIENCY**

Others : **ERP Software Knowledge**, **Tally Software Knowledge,** **Troyee Software Knowledge,** MS Word, MS Excel, MS PowerPoint, E-mail & Internet Browsing etc.

**CAPABILITY**

Capable of building up relation with any status of people, feasible, dependable and able to work under tight deadline and extended hours.

**PERSONAL INFORMATION:**

Name  **: Md. Masud Rana**

Father’s Name : Md. Nasir Uddin

Mother’s Name : Majeda Khatun

Permanent Address : Vill: Chalakchor, P.S: Monohordi, Dist- Narshingdi

Date of Birth : 21/11/1986

Nationality : Bangladeshi (By Birth)

Religion : Islam (Sunni)

Marital Status : Married

Sex : Male

Height : 5′-7"

Blood Group : O+ (Positive)

**LANGUAGE PROFICIENCY:**

**Language Speaking Reading Writing Listening**

English Good Good Good Good

Bengali Excellent Excellent Excellent Excellent

References:

Md. Didarul Alam Muhammad Habibul Alam

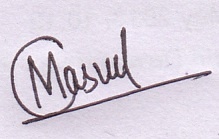
Assistant Professor Assistant Commissioner & Executive Magistrate

Dept. of Accounting The Office Of the Deputy Commissioner

Govt. Titumir College, Dhaka Moulvibazar

Cell No. 01730405451 Cell No.01715270007

**Signature**

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Md. Masud Rana