

RESUME OF

MD.FAHAD



MAILING ADDRESS:

House No: 3/4 Salimullah Road, Mohammadpur, Dhaka-1207
Cell: 01954475601, 01835036428
E-mail: mfahad2410@gmail.com

CAREER OBJECTIVE:

I want to work as an active part in an organization where I can effectively show my professional strength, potentiality, adaptability, skill and also use my educational background.

EXPERIENCE:

- Sales Promotion Officer (SPO) in Rigs Marketing
- Brand Promoter (BP) of Teer brand

SPECIAL SKILLS:

- Goal oriented
- Well organized and able to prioritize work loads
- Ability to maintain service excellence and positive attitude under pressure

ACCOUNTS AND FINANCE COURSE COMPLETED UNDER SKILL.JOBS

Contents of this course are as follows:

- Cash controlling and fund management
- Monthly working Budget preparation
- Chart of Accounts preparation
- Subsidiary Ledgers and Special Journals preparation
- Income statement and Financial statement preparation
- Bank and Cash Reconciliation

COMPUTER AND SOFTWARE PROFICIENCY:

- Ms word, Ms power point, Ms excess
- Ms Excel (Vlookup ,Pivot table)
- Email and Internet browsing
- Tally ERP Software

LANGUAGE PROFICIENCY:

- Excellent oral communication skills in both Bangla and English
- Good command on reading and writing both Bangla and English

INTEREST AND HOBBIES:

- Travelling
- Learning
- Sports (Gaming)

EDUCATIONAL BACKGROUND:

Name of Exam	Institution name	Group	Result	Passing Year
MBA	Daffodil International University	Marketing		Ongoing
BBA	Mohammadpur Central University	Finance	3.29 (out of 4.00)	2021
HSC	Firoza Bashar Ideal College	Business Studies	4.08 (out of 5.00)	2015
SSC	Firoza Bashar Ideal College	Business Studies	4.31 (Out of 5.00)	2013

PERSONAL DETAILS:

Name : **Md. Fahad**
Father's Name : Md. Shafi
Mother's Name : Rabeya Begum
Present Address : House No: 3/4, Road-3, Salimullah Road,
Mohammadpur, Dhaka-1207
Permanent Address : Same as above
Date of Birth : 24/10/1996
Nationality : Bangladeshi
Religion : Islam

DECLARATION:

I declare that all the Information I have given here is accurate & up-to-date.

.....
Md.Fahad
Date: