

MD. Ibrahim Hossen

C/o, Md. Md. Babul Sarker,
DighiBorabo, Jatramura,
Rupgonj, Narayonganj,
Bangladesh.
Contact No: 01685137290, 01913863908

**1.OBJECTIVE**

To get an ever challenging job in a dynamic and esteemed organization ailing at utilizing my knowledge, skill and capabilities with full efforts and zeal with an object to contribute richer benefit to my employer and my professional career development as well.

2.EMPLOYMENT HISTORY:**A. Junior account Executive (October 01, 2019 – June 2020)****Powertech Engineering Ltd.**

Company Location :Tarabo, Rupgonj, Narayongonj.

Department: **Account**

Major Duties/Responsibilities:

- Provides financial information to management by researching and analyzing accounting data; preparing reports.
- Prepare asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Secures financial information by completing database backups.
- Maintain daily attendance of employees & overtime records.
- Prepare payroll sheet, salary sheet, Pay slips etc.

B. Retail cashier (August 05, 2018 – July 20, 2019)**Bashundhara shoes company Ltd.**

Company Location : Katchpur, Narayongonj.

Major Duties/Responsibilities:

- Process sales transactions.
- Accept payments.
- Calculate and return change when required by the payment method..
- Maintain adequate change denominations in the cash drawer and request additional change.
- Answer customer questions about products services.
- Reconcile cash drawers and sales receipts.
- Report issues with equipment

C. DATA ENTRY OPERATOR

Worked in some different projects for Bangladesh Statistics Bureau

3. EDUCATIONAL QUALIFICATION:

Exam	Group/Department	Board/Institute	Result	Exam Year	Duration
B. A(Hons.)	English	Dhaka University, Kabi Nazrul Govt. College	2 nd year running	2018-19	04 Years
H. S. C	Humanities	Dhaka Board, Govt. Tolaram College	GPA : 3.17	2018	02 Years
S. S. C	Science	Vocational, Iqra commerce & B M Institute	GPA : 4.64	2016	02 Years

4. LANGUAGE SKILL:

- Bengali : Writing , Speaking and understanding thoroughly.
- English : Writing, also speaking and understanding thoroughly.

5. COMPUTER SKILL :

MS word, MS Excel, MS Power Point, E-mail, Photoshop, Illustrator

6. PERSONAL DATA:

Father's Name : Md. Babul Sarker
Mother's Name : Mrs. Farida Begum
Permanent Address : C/o, Md. Babul Sarker, Char Pathalia, Meghna, Cumilla.
Present Address : C/o, Md. Babul Sarker, Mugrakul , Jatramura, Rupgonj, Narayanganj.
Contact No : 01685137290,01913863908
Date of Birth : 10th May, 1997
Nationality : Bangladeshi
Religion : Islam
Marital Status : Single

7. REFERENCE :

MD. Farid Chawdhury
Katchpur, Narayanganj
Contact No: +8801712741321

Signature

MD. Ibrahim Hossen