

**Md. Ashraf Uddin**

Flat# 9/A, House # 06, Plot # 06, Middle  
Paikpara Mirpur # 01, Dhaka- 1216  
Email : ashraf.riseup91@gmail.com  
Cell:- 01751 407257

**CAREER OBJECTIVE:**

To develop my career in executive position in the field of Finance & Accounts having career advancement opportunities in reputed local or multinational organization where I can integrate my knowledge and skills to add value to that organization and explore my potentials.

**Employment history:****Present Job:****1. Accounts Officer & Admin (From 01<sup>st</sup> May 2016 to continue)****SPAA ENGINEERING LTD.**

Address: House # 431 (2<sup>nd</sup> Floor) Road # 30 New DOHS, Mohakhali, Dhaka.

**Responsibilities included:**

- Recording & checking of all transaction in accounts related;
- Organize & manage the functions and roles of accounts & finance department;
- Bank related all works & bank reconciliation;
- Bill preparing & checking;
- Preparing payroll;

Assist auditor both external & internal and other works as per direction.

**ACADEMIC QUALIFICATION:**

Name Of Exam.	Subject/Group	Board/University	Class/Grade	GPA	Year of passing
MBA(Masters)	Management	National University	B-	2.95	2017
BBA(Honors)	Management	National University	B	3.10	2015
H.S.C	Business Studies	Rajshahi Board	A	4.10	2010
S.S.C	Science	Rajshahi Board	B	3.00	2008

### **SELF MOTIVATION:**

- ❖ Strong interpersonal communication skills
- ❖ Able to sort priorities and routine tasks
- ❖ Optimistic, confident and friendly as a person
- ❖ Willing to learn and grow by accepting responsibilities of divers, magnitude and direction
- ❖ Able to work in under pressure
- ❖ As a man of honest, modest, sincere, strong determined and iron-will.
- ❖ Strong analytical skills.

### **COMPUTER LITERACY:**

- ❖ Operation Systems: Windows 7/8/10
- ❖ MS-Word, MS-Excel, MS-Power Point, MS-Outlook, E-mail & Internet Browsing

### **PERSONAL INFORMATION:**

1. Name : Md. Ashraf Uddin
2. Father`s Name : Late. Md. Abdul Hay
3. Mother`s Name : Asma Begum.
4. Date of Birth : 07<sup>th</sup> June 1991
5. Nationality : Bangladeshi.
6. Height : 5.9”

### **LANGUAGE PROFICIENCY**

Language	Writing		Speaking	
	Excellent	Good	Excellent	Good
English	√			√
Bengali	√		√	

## **REFERENCES**

**1. Mr. Ataur Rahman**

Manager (Service & Maintenance)  
Swift Technologies Ltd.  
Mobile : 01818-290806

**2. Mr. Ali Akbar Tabi**

Publishian (Abong Manus)  
Proprietress” & President of  
(Shamoshor Shonchoy O Rindan  
Samobay Samity Ltd )  
Mobile: 01675-829038

## **CERTIFICATION**

I, the undersigned, certify that to the best of my knowledge and belief, the data and facts presented above correctly describe my qualifications, experience, and competence.



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(Md. Ashraf Uddin)

Date :