Curriculum Vita

**MINARI JANNAT**

Mohakhali Gp-Cha 133/2 (6th Floor), Wireless Gate, Dhaka

Contact: 01731-636505, 01724673090

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**Career Objective:**

Looking for challenging growth oriented position for professional experience and would like to be good executive and willing to work in an environment where opportunity of self-assessment and self-improvement both in individual and team based work that will ultimately help further development.

**Job Experience:**

**Job-01**

Presently working in **Robsons Engineering & Construction Co. Ltd.** (House # 283, Road #19/C, New DOHS, Mohakhali). I have joined here as a **Executive - Accounts**. As a Executive - Accounts, I have to –

* Maintain Cash book & petty Cash; process Work order;
* prepare and maintain Party (suppliers) wise Ledger & posting tally software;  
  check and process party’s (suppliers) Bill;
* Report the Managing Director on monthly basis regarding supplier’s status (total bill, payment against bill, outstanding etc.)
* Negotiate with the clients, Tender body; manage banking procedure to arrange fund and allocate on priority basis;
* Close monitoring on running projects and maintain information on up-coming projects;
* Keep good relation with existing clients, suppliers and other agencies;
* Correspondence with Bank on day to day basis as per instruction from management;
* Prepare project plan and guideline and monitor deadline

**Job-02**

I worked in **Eastern Future Park Ltd.** (House#404, Road#29, DOSH-Mohakhali). I had joined there as an **Admin & HR Officer** and from January 2012 to May 2013. I had to –

* To provide training of project employee.
* Maintain filing, record keeping of documentation of HR department ; maintain personal files­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­
* Provide detail information of payroll related to finance.
* Assist in designing, implementing and maintaining compensation and benefit structure/plan and related affairs
* Ensure on time, right and accurate salary calculation
* To maintain team management & reporting.
* Ensure Performance Management as per group’s policy.

**Educational Qualification:**

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

Institution Name : Atish Dipankar University of Science & Technology

Department : Regular MBA

Major : HRM

Semester : 3rd Semester (CGPA-3.56 out of 4)

Year of Completion : 2013

**Bachelor of Business Administration (B.B.A)**

Institution Name : Southeast University, Dhaka.

Department : Bachelor of Business Administration

Major : HRM

Result : CGPA 3.17 (out of 4)

Year of Completion : 2012

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

Institution Name : Dhaka Commerce College

Board : Dhaka

Department : Business Studies

Result : GPA-4.30 (out of 5)

Year of Completion : 2008

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

Institution Name : Tharkurgaon Govt. Girl’s High School

Board : Rajshahi

Department : Business Studies

Result : GPA-4.00 (out of 5)

Year of Completion : 2006

**Computer Skills:**

* Operating Systems : Windows-98, 2000, XP & Windows 7
* Word Processing : Microsoft word, Spread Sheet Program,

Microsoft Excel, PowerPoint

* Internet : Internet Explorer, E-mail.

**Language Skills:**

* Good command over English & Bengali in reading, writing, listening & speaking.

**Personal Interest & Award:**

* Traveling, Watching Movies, Listening Songs etc.
* Experience in welfare activities B.N.C.C in college life.

**Personal Information:**

* Father’s Name : Sajjadur Rahman
* Mother’s name : Jannat Ara Begum
* Date of birth : 24 January 1991
* Permanent Address : Stadium Road, Hajipara, Thakurgaon
* Religion : Islam
* Nationality : Bangladeshi
* Marital Status : Single
* Blood Group : A+

**Declaration:**

I do hereby state that the above information are true authentic to the best of my knowledge.

**Reference:**

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| **Lt. Colonel Hamidur Rahman**  Chairman of anesthesia dept.  Ibrahim Cardiac  BIRDEM Hospital  Shahbag, Dhaka  Mobile: 01714006714 | **Kulsum Akter Munni**  Accounts Manager  Accounts Department  Robsons Eng.Construction Co.Ltd.  DOHS Mohakhali, Dhaka.  Mobile:01730092273 |

**MINARI JANNAT**