

# Monir Ahmad Bhuiyan

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## Career Objective:

To build career in Bank and Non-banking financial institutions where acquired knowledge about finance and banking can be implemented.

## A: Education & Qualification:

### 2020 Master of Business Administration (M.B.A)

*Government Titumir College Under University of Dhaka*  
*Major in Finance And Banking*  
*In progress*

2016

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

*Government Titumir College Under University of Dhaka*  
*Major in Finance And Banking*  
*CGPA – 3.15*

2012

### H.S.C (Business Studies)

*Motijheel Government Boys High School And college*  
*Board – Dhaka, GPA – 5.00*

2010

### S.S.C (Business Studies)

*Motijheel Government Boys High School And college*  
*Board – Dhaka, GPA – 4.94*

## B: Experience:

### Accounts Executive

Al-Mostafa Group

Working on:

- ERP Software (Tally)
- Bank Reconciliation
- Invoice Preparation
- Sales order permitting
- Client Statement Preparation
- Accounts Receivable Aging Report.
- Sales Register Maintain

### Former MIS Officer

Mithela Textile

Rupgonj, Dhaka.

## C: Computer Skills:

**Office Application:** MS Word, MS Power Point, MS excel. **Internet:** Ms Internet Explorer, Mozilla Firefox, Google Chrome, Opera.

## D: Professional skills:

- Self-dependent, hardworking, can work well in both individually and with team.
- Learning attitude and sharing knowledge.
- Can adjust with any environment.

## E: Language skills:

Good command in both Bengali and English.

## F: Personal Information

Father's Name	: Farid Ahammad Bhuiyan
Mother's Name	: Dilruba Farid
Nationality	: Bangladeshi
Present Address	: 130/8/1, Baganbari, Madartek, Bashabo, Shabujbagh, Dhaka-1214
Permanent Address	: C/O. Al-hajj Master Mohammad Sadek Bhuiyan (Masterbari), P.O.-Khandal High, P.S.-Parsuram, District-Feni
Date of Birth	: 10 <sup>th</sup> September, 1994
Religion	: Islam
Marital status	: Unmarried
Blood Group	: B+

## G: References:

### Farid Ahammad Bhuiyan

Manager

U/W & BCD

Union Insurance Company Limited

Paramount Height (9th & 10th Floor)

65/2/1, Box Culveret Road, Purana Paltan Dhaka,

Cell- 01818974560

### Md. Golam Mostafa

Senior Officer

Thathari Bazar Branch

Janata Bank Ltd

Cell - 01717716719

## H. Personal Attributes

I am self confident and positive, willing to accept responsibility performing accordingly and able to work in teams as well as individually and capable of maintaining effective communication.



Signature