

**SALMAN RAHMAN****Mailing Address:**

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**CAREER OBJECTIVE**

To serve such an organization where I can devote my full effort to achieve dear goal, to take the job which is a great sense of responsibility, enjoy the challenge of new situation and to be expert to make a positive contribution of the position.

**EDUCATION****INSTITUTIONS****DEGREES**

East West University,  
Dhaka.

**Master of Business Administration (MBA), 2017-2018**

Major: Finance  
CGPA- 3.81(out of 4)

East West University,  
Dhaka.

**Bachelor of Business Administration (BBA), 2011-2016**

Major: Finance  
CGPA- 3.52(out of 4)

Rajuk Uttara Model College,  
Dhaka.

**Higher Secondary School Certificate (HSC), 2008-2010**

Major: Business Studies  
GPA- 4.70(out of 5)

Kurmitola High School,  
Dhaka.

**Secondary School Certificate (SSC), 2006-2008**

Major: Business Studies  
GPA- 5.00(out of 5)

**Work Experience****Work Experience 1:**

**Position: Executive, Finance and Accounts (May 02, 2019 – Present)**

**Organization: SK Japan Export Company Limited**

**Location: 277, Tejgaon Industrial Area, Dhaka 1208**

**Duties/Responsibilities:**

- Manage the financial bookkeeping and monitor accounting functions.
- Process invoices, record payments, and track expenses.
- Prepare cheque and bank transfer document.
- Prepare and issue Receipt Voucher for all money received by cash, cheque and bank transfer.

- Maintain general ledger, accounts receivables, accounts payables and other records.
- Maintain, update and monitor inventory.
- Responsible for Petty Cash funds.
- Maintain & work in different accounting software- ERP, Zoho Book.
- Prepare & Issue Debit & Credit note.
- Prepare & report monthly financial statements.
- Prepare bank reconciliations.

### PERSONAL ATTRIBUTES

**Computer skill:** MS Office, MS Word, MS Excel, MS Power Point, Internet browsing

**Language Skill:** Proficiency in understanding, speaking, reading, and writing both in Bengali & English.

**Personal Strength:**

- Work well under pressure as part of a team
- Responsible, efficient, and flexible
- Ability to work in a fast-paced, intense environment smoothly
- Ability to extract confidence and build understanding

### EXTRA CURRICULAR ACTIVITIES

- Worked as a Graduate Teaching Assistant (GTA) from January 08, 2017 to April 30, 2019 in East West University.
- Worked as an Undergraduate Teaching Assistant (UTA) from August 30, 2015 to December 20, 2016 in East West University.
- Former club member of Rotaract club of East West University
- Participated in different campaign of Rotaract club of East West University
- Participated in gaming tournament organized by eCarnivalBD as a volunteer

### Reference

**Dr. Anup Chowdhury**  
**Professor & Chairperson**  
**Department of Business Administration**  
**East West University**  
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 1212 Aftab Nagar Main Rd, Dhaka 1212  
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**Jashim Uddin, PhD**  
**Associate Professor**  
**Department of Business Administration**  
**East West University**  
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 1212 Aftab Nagar Main Rd, Dhaka 1212  
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