

SK. MD. MAHABUBUR RAHMAN

Kha-11, Housing Building, Shah Ali Thana
Mirpur-1, Dhaka-1216
01755645631
pritom64@yahoo.com



Experience

- 1. Tech Valley Networks Limited.ADN GroupJun '14– Present**
Senior Executive (FAD)

Responsibilities:

- Recording of transactions
- Cash management
- Payroll&Banking
- VAT & Tax
- Receivables & payables
- Comply policies & regulations

- 2. Givensee GroupJan '10 – May'13**

Responsibilities:

- Production planning & control
- Work Study
- Production coordination
- Maintaining coordination with other departments
- Maintaining relation with domestic & foreign buyers

Achievements:

- Production planning
- Manpower & machine management
- Time management
- Completing full production process as planned

Professional Training & Qualifications

1. Accounting & Financial Administration
2. Extensive experience in Tax & VAT
3. Production planning & control
4. Risk management
5. **Advance ERP, Tally**
6. **Industrial Engineering**
 - Company: Spectrum Lanka Technology Solutions Limited
 - Duration: 1 year
 - Conducted by:
Mr. Lalit de Silva (Consultant)
Mr. Chaminda (Sr. Consultant)
Md. Dabirul Islam

Interest & Hobbies

- **Cooking** – capable & experienced in cooking for large number of people & catering
- **Traveling** – extreme trekking, adventure traveling
- **Sports** – actively play cricket, football, badminton

Education

1. **Bangladesh University of Business & Technology (BUBT)**
2014

Masters of Business Administration (MBA), Finance
CGPA: 3.10 out of 4.00

2. **Bangladesh University of Business & Technology (BUBT)**
2009

Bachelors of Business Administration (BBA), Finance
CGPA: 3.02 out of 4.00

3. **Dhaka Commerce College**
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Higher Secondary School Certificate Examination (HSC)