

**Resume
of
Md. Yiakub Ali**



Mailing Address:

1/A/2 Jahurabad

Mirpur-1, Dhaka-1216.

Cell: 01734540490

E-mail: eakubali4@gmail.com

Career Objective:

To enter in a well reputed organization in a suitable position having the intention to work with honesty, sincerity and to learn grow and eventually take greater responsibilities and to face the challenge of the time to gain experience and skill for a successful career.

Educational Qualification:

Masters of Business Administration (MBA)

Institute : Mohammadpur Central University College

Passing Year : 2016

Subject : Accounting

University : National University

Result : CGPA: 3.00 (out of 4.00)

Bachelor of Business Studies (B.B.A Hon's)

Institute : Mohammadpur Central University College

Passing Year : 2015

Subject : Accounting

University : National University

Result : CGPA: 2.86 (out of 4.00)

Higher Secondary Certificate (H.S.C)

Institute : Thutia High School & College

Passing Year : 2011

Group : Business Studies

Board : Rajshahi

Result : GPA- 3.00 (out of 5.00)

Secondary School Certificate (S.S.C)

Institute : Thutia High School & College

Passing Year : 2009

Group : Humanities

Board : Rajshahi

Result : GPA- 3.06 (out of 5.00)

Language Proficiency:

- *English : Proficiency in both speaking and writing.*
- *Bangla : Proficiency in Understanding, speaking and writing.*

Extra Curriculum Activities:

- *Reading Book, Newspaper, Interested in Reading Novel, Hearing music, Watching TV, Travelling, Sports etc.*

Computer Skills:

- *Office Program: MS word, MS Excel, MS Power Point, MS Excess etc.*
- *E-mail, Internet Browsing etc.*

Personal Traits:

- *Leadership & working capabilities in group and individual condition.*
- *Communicative, friendly and quick adaptable with any circumstances.*
- *Problem solving and creativity.*
- *Self motivated, industrious and punctual.*

Experience:

- *Name of Institute : **Met Life Insurance (ALICO)***
Designation : MGG (Customer Service)
Duration : January 1, 2017 - September 30, 2017
➤ **Duties/Responsibilities:** *Meet Greet & Guide, Policy Information, Customer handle ETC*
- *Name of Institute : **KMK Corporation***
Designation : Account Officer
Duration : October 1, 2017 - March 31, 2018.
➤ **Duties/Responsibilities:** *Petty cash , Banking , LC Processing ETC*
- *Name of Institute : **Bangladesh Brest Feeding Foundation (BBF)***
Designation : Project Officer
Duration : April 1, 2018 - June 31, 2019
➤ **Duties/Responsibilities:** *Importance of Breastfeeding(BFHI) , Adolescent Nutrition ,Maternal Nutrition in Bangladesh, Achievements and Challenges*
- *Name of Institute : **M/S Rupkotha Enterprise***
Designation : Account Officer
Duration : July 1, 2019 – Till now.
➤ **Duties/Responsibilities:** *Account/Finance, Tax ,Export/Import through LC*

Reference:

Md. Saiful Islam
Assistant Revenue Officer, NBR
National Board of Revenue, Chattagram
Cell: 01713904562

Md. Shahidul Islam
Deputy Director BADC
Bangladesh Agriculture Development
Corporation (Tangail)
Cell: 01717287346

Certification:

I, the undersigned, thereby declare that I will be responsible for any wrong information provided here and misstatement described herein may my qualification or dismissal. If employed.

Md. Yiakub Ali