

# Resume of

**Md. Abdur Razzak**

**Contact: 01750-697722**

**Address:** Shawan-Sraboni Villa, 19/1/1, (Bapari para) khilkhet, Dhaka-1229

**E-mail-** razzakdnu@gmail.com



## Carrier Objectives :

My objective is to obtain dynamic and challenging position in a professional office environment where my skills are valued for the betterment of the organization. Ideally, I wish to have a focus in marketing and management for growing organization preferably dealing in commercial sector.

To secure a responsible career opportunity, where I can fully utilize my training, Management, marketing, Accounting, Commercial and Technical skills, while making a significant contribution to the success of my employer.

## Experience:

1. Working as **Accounts officer** at Northview City School From October 2018 to till now.

### Key responsibilities:

- Prepares and expedites purchase orders and direct payment.
- Maintain petty cash.
- Prepare monthly salary sheet and payment.
- Maintains files and financial records.
- Prepare different memo, notice and letter.
- Maintains office supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies, verifying receipt of supplies.

2. I have worked as a Accountant at Light House, Advertisement agency and event management since 10 June, 2016 to 17 August, 2017.

3. Working Experience in Asset Developments & Holding Ltd.

Address : 91, Gulshan Avenue, Dhaka-1212, Bangladesh.  
Designation : Facilities Operation Division ( FOD).  
Duration : From August 2014 to March 2016.

## Academic Profiles:

Name of Exam.	Year of passing	Subject/ Group	Results	Board/University
M.B.S	2011	Marketing	First Class	National University
B.B.S (Hon's)	2010	Marketing	First Class	National University
H.S.C	2005	Science	3.40	Rajshahi Board
S.S.C	2003	Science	2.81	Rajshahi Board

## Knowledge in Computer operations:

MS Word, MS Excel, MS Power Point, Data Communication & Internet Operations, Windows -7/10 Operate, Windows & Hardware Set Up etc.

## Strengths:

- To learn new skills, Ability to work under pressure and positive attitude.
- Adjustable to changing environment, excellent verbal and written communication skills.
- Honest, Trust worth and Hard work.
- I can work conceptually strong, dynamic, self-driven and with a positive attitude.

## Self Assessments:

- To Prepare VAT document and proper monitoring of VAT submission to NBR.
- Willing to accept responsibilities and to work for the best of organization. Hard working and work independent or with minimum supervision.
- There is the concept of opening the L/C.

## Personal Profiles:

<b>Full Name: Md. Abdur Razzak</b>	<b>Nationality : Bangladeshi</b>
<b>Father's Name: Md. Abdul Hai Pk.</b>	<b>Marital Status : Single</b>
<b>Mother's Name: Most. Hayatun Nesa</b>	<b>Blood Group: B (- ve)</b>
<b>Birth Date : 01/07/1988</b>	<b>Nid No : 8816780324473</b>
<b>Religion : Islam</b>	
<b>Permanent Address:</b> Village & Post Office : Baghabari, Upazila : Shahazadpur , District : Sirajgonj – 6770	

## Communication Skills:

A good communication in Bengali and English both oral and written.

## Interests And Hobbies :

- Reading Books, Traveling, Sports, Voluntary, Listening to classical music and Planting tree.

## Reference:

<b>Name :</b> Utpol Chandro Das <b>Designation:</b> Head of marketing dept. <b>Organization:</b> New Model Degree College, Dhaka. <b>Address:</b> Dhanmondi, Dhaka. <b>Mobile No- 01817031379.</b> <b>Relation:</b> Teacher	<b>Name :</b> Md. Zahangir Alom <b>Designation:</b> Sr. Executive Officer (Commercial ) <b>Organization:</b> Jamuna Group/ Dada Group <b>Address:</b> Jamuna Future Park ka-244, Progoti sarani, kuril, Baridhari Dhaka-1229 <b>Mobile No-01918987466</b> <b>Relation:</b> Brother
--	---

## Declaration:

I do hereby declare that the above information is true and correct to the Best of my Knowledge.



Signature

Md. Abdur Razzak