

CURRICULUM VITAE

Md. Mahbubur Rahman

M.B.S (ACCOUNTING)

Cell No: +8801717026054

E-mail: mrmahbub18@gmail.com

CAREER OBJECTIVE

To build career in a growing organization, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal and climb the career ladder through continuous learning and commitment.

ACADEMIC ACHIEVEMENTS

Masters of Business Studies (M.B.S)

Institution	:	National University
Department	:	Accounting
Year of passing	:	2009 (held in 2012)
Duration of Course	:	One years
Result	:	2nd Class

Bachelor of Business Studies (B.B.S)

Institution	:	National University
Department	:	Accounting
Year of passing	:	2008 (held in 2010)
Duration of Course	:	Four years
Result	:	2nd Class

Higher Secondary Certificate (H.S.C)

Institution	:	Nawab Fayzunnesa Govt. College
Group	:	Business Studies
Year of passing	:	2004
Result	:	GPA-2.00 (out of 5)
Board	:	Comilla

Secondary School Certificate (S.S.C)

Institution	:	Al Amin Institute
Group	:	Science
Year of passing	:	2001
Result	:	GPA-3.38 (out of 5)
Board	:	Comilla

EXPERIENCE

❖ **Nitol-Niloy Group**

Nitol Centre, 71, Mohakhali C.A, Dhaka 1212

02-9887074.

Officer: (June, 2014 to Present)

Job Responsibilities:

- Collecting installment from clients/customers regularly in an amicable way and depositing it in company's account properly.
- Taking care of credit vehicles clients/customers by activities and advices.
- Taking the challenge to meet the credit recovery target and report to the Management.
- Always keeping in touch with the clients and looking after the vehicles' conditions on regular basis.

- Finding out they reason of the problems and giving them suggestions how to repay properly.
- Taking photograph of vehicles and customers to updating information regularly in the system.

❖ **FutureEd Corporation**

34, Kemal Ataturk Avenue, Banani, Dhaka-1213.

Senior Officer (Accounts): June, 2013 to May,2014.

Job Responsibilities:

- Keeping record of all transaction and preparation of all kinds of vouchers on a regular basis.
- Prepare monthly salary and financial statement on time.
- Dealing with British Council for IELTS Registration.
- Doing any other task assigns by the Management.

COMPUTER LITERACY

I have strong computer skills particularly in the use of MS Word, MS Excel, MS PowerPoint, and Internet Browsing.

OTHER QUALIFICATION

- Adoption ability with any situation.
- Hard working habit, self-driven and change oriented.
- Sharp sense of social responsibility.
- Strong communication and interpersonal skill.

PERSONAL DETAILS

Father's Name	:	Md. Norur Rahman
Mother's Name	:	Jahanara Begum
Date of Birth	:	10 th July 1986
Religion	:	Islam
Nationality	:	Bangladeshi
National ID No	:	19861927206717148
Marital Status	:	Married
Blood Group	:	B (+)
Present Address	:	House#430, Ward#06, P/O: Paschimgaon, P/S: Laksam, Comilla.
Permanant Address	:	House#430, Ward#06, P/O: Paschimgaon, P/S: Laksam, Comilla.

REFERENCES

Humayun Kabir

Associate Professor,
Department of Accounting
Nawab Fayzunnesa Govt. College
Cell: +8801731291166

Md. Mostafizur Rahman

Specialist,
Central Network Configuration
ROBI, Axiata (Bangladesh) Ltd.
Cell: +8801819310053

'I CERTIFY THAT ALL INFORMATION STATED IN THIS CV IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE'.

MD. MAHBUBUR RAHMAN