

Md. Jasim Uddin

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Career Objective:

To develop a career in such a field, that ensures me, the best use of my knowledge, potentiality and productivity. To serve any esteemed organization with outmost sincerity that offers challenges to accomplish, to achieve set goals with optimum perfection on the way to build up a career as a professional.

Experience:

➤ **Company: : Dhali's Amber Nivaas Ltd.**

Position : Sr. Executive (Accounts)

Duration : 1-Oct-2018 to Present

Job responsibilities: Maintain all books of accounts, Monthly Report, Quarterly Report, Register, Ledger Book of the company & Voucher Preparation, Cash Book Maintenance, Receipt & Payment Preparation, Daily Sales Report.

➤ **Organization: : Institute of Epidemiology, Disease Control and Research (IEDCR)**

Position : Disease & Infection Research (Project Work)

Duration : 1-May-2018 To 30-Sep-2018 (5 Month)

➤ **Company: : Golden Harvest Info Tech Ltd .(GHIT)**

Position : Sr. Executive (Accounts)

Duration : 1-Jan-2017 To 30-Apr-2018 (1 Year 4 Month)

Job responsibilities: Maintain all books of accounts, Monthly Report, Quarterly Report, Register, Ledger Book of the company & Voucher Preparation, Cash Book Maintenance.

➤ **Company: : Intelligent Image Management Limited.(IIML)**

Position : Executive (Accounts)

Duration : 1-Oct-2014 To 1-Oct-2016 (2 Years)

Job responsibilities: Voucher Preparation, Cash Book Maintenance, Receipt & Payment Preparation, Daily Sales Report.

➤ **Finance Company : United Commercial Bank Limited (UCBL)**

Position : Internship

Duration : 3 Months

Personal Skills:

- Ability to work under pressure.
- Able to work as a team.
- Willingness to learning.
- Problem Solving.
- Good communication & presentation skill.

Computer Skills:

- MS Office: Word, Excel, Power Point
- Erp Software: Tally.ERP 9
- NICE Software.
- Have good knowledge about computer hardware.
- Computer typing speed is always forty up.

Training Course:

Program Institute : ABB Industrigymnasium
Training Title : Sweden Bangladesh Education and Training
Country : Sweden
Location : Vasteras Stockholm Sweden
Year : 2013
Duration : 1 Month

Academic Qualification:

Master of Business Administration (MBA)

Institution : Green University of Bangladesh
Major : Accounting
Passing Year : 2019
Result : CGPA 2.53 Out of 4.00

Bachelor of Business Administration (BBA)

Institution : Bangladesh University
Major : Finance
Passing Year : 2017
Result : CGPA 3.06 Out of 4.00

Higher Secondary Certificate (H.S.C)

Group : Business Studies
Passing Year : 2013
Institute : Baraigram Technical and Business Management College
Result : GPA 4.62 Out of 5.00
Board : BTEB

Secondary School Certificate (S.S.C)

Group : Humanities
Year of Passing : 2011
Institute : Sreerampur High School
Result : GPA 3.38 Out of 5.00
Board : Rajshahi

Personal :

Full Name : Md. Jasim Uddin
Nationality : Bangladeshi
Religion : Islam
Date of Birth : Oct 05, 1995
Marital Status : Married
Blood Group : B+ (Positive)
Father's Name : Md. Nazrul Islam
Mother's Name : Mst. Josna Begum
Permanent Address : Vill: Sreerampur, Post: Habibabad, Thana: Baraigram, Dist:Natore

Reference:

Dr. Mohammad Delowar Hossain
Sr. Lecturer & Coordinator (Green University of Bangladesh)
Cell No. +8801891-460016



Signature**Md. Jasim Uddin**