

Sk. Rezanoor Raihan

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An honest individual, quick adapter, team player and self-motivated. Possesses BBA from NSU majoring in Finance & Accounting. Looking to leverage self-knowledge and experience into a well reputed organization to contribute to the organization and improve self-dexterity.

Experience:

➤ Prime Asset Group

Sr. Executive (Accounts & Finance)

July 2019- Running

Responsibilities Included

1. To maintain books and records such as Cash Book, Ledgers, Subsidiary ledgers, Bank book, Other Registers.
2. To receive and process petty cash payments, balance cash and prepare bank deposits; manage petty cash fund and handle disbursement along with monthly payroll and others.
3. Maintain & Checking and verification of bank vouchers, transactions, and reconciliation with making sure that all procedure completed.

(CR& CS)

June 2018- May 2019

Ensure collection of important ledgers and key accounts. Anticipates developments, and identifies accounts that will require special attention. Prepare reconciliation statements on daily basis and report to the Management. Communicate with the clients and streamline invoicing/payment issues on case to case basis. Obtains sufficient information to assess the creditworthiness of new and existing customers.

➤ Augmedix BD

January 2018- April 2018

Scribe (Operations)

Responsibilities Included

- Communicate with USA doctors.
- Document physical examination findings and procedures as performed by the physician.
- Transcribe patient's history though listening doctor patient conversation.
- Document the physician dictated patient history, including history of present illness, review of systems, past medical and surgical history, family and social histories, medications and allergies.

Education:

2019

East West University (EWU) (CGPA: 3.2)

Masters of Business Administration (MBA) (Running)

2018

North South University (NSU)

Bachelor of Business
Administration

Major in Finance & Accounting
CGPA: **2.63** out of 4.00 (Major)

2012

Dhaka Commerce College

Higher Secondary Certificate

Board-Dhaka, Group- Business
GPA: **5.00** out of 5.00

2010

Govt. Science College attached
high school

Secondary School Certificate

Board-Dhaka, Group- Business
GPA: 4.31 out of 5.00

Computer skills

- MS Excel
- MS Word

MS Power Point
MS Access

Skills and Abilities

- Financial Analysis
- Good Presenter
- Fluency in English & Bangla
- Focus Oriented

Good Communicator
Leadership ability

Extra-Curricular Activities

- NSU Diversity Club (General Member) – conducted inter-university programs which are winter fest, Club fair.
- Practical entrepreneurial simulation (Haat Bazaar).
- Volunteered at Prochesta Foundation in 2016 to promote awareness about children's education.

Notable Notes

- Introduced an innovative business idea named **Café Bike Builders** for the course Entrepreneurship in 2016.
- Analyzed **Philip Morris Bangladesh's** Human resource Department for the course Human Resource Management in 2015.
- Analyzed **Crown cement's** financial condition and compared with **Confidence cement** for the course Corporate Finance in 2016.

Other Qualifications

- Skill at working under heavy pressure.
- Ability to maintain strict deadlines.
- Knack of critical reasoning & creative thinking.
- Ability to work in diversified situation maintaining strict deadlines.

References

Mahbubur Rahman

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KHAN MUHAMMAD SAQIFUAL ALAM

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