

SULTANUL AREFIN



Contact address:

128, Mozaharul Islam Palace,
Sagorpara, Ghoramara, Boalia, Rajshahi
Cell Phone: +8801711-939434
E-mail: akms.are333@gmail.com

Career Objective:

Looking for hard and Challenging Job where I will have the scope to utilize my potentiality, adaptability and skill to do something innovate and from where I will be able to enhance my knowledge.

Academic Record:

- **Master of Business Administration (MBA)**
Varendra University
Major in Finance & Banking
CGPA of 3.16 out of scales 4.00
Completion year: 2016 (42 out of 42 Credits Completed)
- **Bachelor of Business Administration (BBA)**
Asian University of Bangladesh(AUB)
Major in Finance
CGPA of 3.62 out of scales 4.00
Completion year: 2013 (132 out of 132 Credits Completed)
- **Higher Secondary Certificate (HSC)**
Shah Neamatullah College- Rajshahi Board
Group: Science
GPA of 3.00 out of scales 5.00
Completion year: 2008
- **Secondary School Certificate (SSC)**
Moharajpur High School- Rajshahi Board
Group: Science
GPA of 3.75 out of scales 5.00
Completion year: 2006

Computer Proficiency:

- Software Knowledge, Windows (Window Xp-Window 10), Networking, MS Office Application, System Analyst.
- E-mail & Browsing.

Language Skills:

Language	Speaking	Reading	Writing	Listening
Bangla (Native)	Excellent	Excellent	Excellent	Excellent
English	Excellent	Excellent	Excellent	Excellent

Key strength:

- Strong presentation skill and convince other in positive way.
- Strong appetite for leading an honest & dignified life.
- Aspiration to a career showing superior performances.
- Hard working, sincere & eager to learn.
- Ability to take responsibility.
- Like to work anywhere in Bangladesh & in abroad.

Communication skills:

- Proficient in oral and written communication both in Bengali & English.
- Able to communicate effectively using both technical and non-technical ways.
- Possess effective presentation (multimedia, slide and oral).

Field of Interest:

Banking, Office Management, Training and Development, Managing Legal Issues, Workforce Planning, Leave Management, Benefits Management, Overtime Management and Administration related job in national and multinational company especially in service sector.

Personal Information:

Father's Name : Anoarul Azim
Mother's Name : Fatema Kanij
Date of Birth : 1th November 1991
Marital Status : Married
Spouse's Name : Nushrat Fahmida
Nationality : Bangladeshi
National ID NO : 4645794662
Religion : Islam
Blood Group : B⁺ (ve)
Permanent Address : Vill: Chalkalampur, P/O: Ramchadropur Hat,
P/S+District: Chapai Nawabganj.
Present Address : 128, Mozaharul Islam Palace, Sagorpara, Ghoramara, Boalia, Rajshahi
Contact Number : +8801711939434
E-mail Address : akms.are333@gmail.com

Experience:

I have worked as an intern at **Rajshahi Krishi Unnayan Bank**, in the department of **Loan & Deposit** at **Hujuripara Branch**, Rajshahi from 29th January, 2013 to 28th April, 2013.

- At present I am working with **Uttara Motors Ltd.** Rajshahi Branch. as an “Executive Accounts” since July-2014

Responsibilities:

1. Data Entry in the Computerized Accounting System (ERP).
2. Preparing and checking the Cash Book.
3. Making Correspondence with Banks & Bank Reconciliation Statement.
4. Preparing Monthly Statement and others reports.
5. Preparing daily stock statement.
6. Patty Cash Maintaining.
7. Issuing Money Receipt & party related activities.
8. Preparing and maintaining Voucher of the Company.
9. Perform day to day Accounts activities.
10. Partly Look after Vat

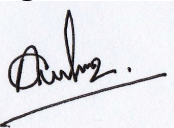
Reference (s) :

Sayed Kamal Ashraful Haque
Manager & Branch In-Charge
Uttara Motors Ltd.
248, Airport Road.
Sopura, Boalia, Rajshahi
Contact: 01711-881036
E-mail: umlraj@ugc-bd.net

Md. Monowar-Ul-Azam
Branch Manager
BRB Cable Industries Ltd,
Malopara,Boalia
Rajshahi
Contact: 01711-419310

I am undersigned, hereby declare that I will be responsible for any wrong information provided here.

Signature



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Sultanul Arefin