

**MIZANUR RAHAMAN**

5/1/N, Golden Street, Ring road,  
Sh aymoli, Dhaka – 1207

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**E-mail:** mizanurrifat@gmail.com

**LinkedIn:** linkedin.com/in/mizanurrifat

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**CAREER OBJECTIVE**

To obtain a job opportunity in a reputed organization that provides a fully professional working environment where creativity, sincerity and skill are the evaluating factors for recognition and secure a responsible career opportunity to fully utilize my training and skills.

**EMPLOYEMENT HISTORY****1. Accounts & Admin Officer : (January 01, 2020 – Running)**

**Milon Vandar (Distributor of Unilever Bangladesh Limited)**

Company Location: Patarhat Bazar, Mehendiganj, Barishal-8270

Department: Accounts & Admin

**Duties/Responsibilities:**

- Manage obligations to suppliers & customers.
- Reconcile financial transactions & process bank deposits.
- Prepare, send and store invoices
- Report on the status of accounts payable and receivable

**2. Business Associate (Deposit Mobilization) : (September 01, 2019 – December 3, 2019)**

**MIDAS Financing Limited**

Company Location: House #05, Road # 16(New) 27 (old), Dhanmondi, Dhaka-1209.

Department: Marketing

**Duties/Responsibilities:**

- Develop plan and deal with clients/customers with positive approach.
- Handle customer requirements in a professional manner.

**EDUCATIONAL BACKGROUND**

Degree	Group/Major	Institution	Result	Passing Year
Master of Business Administration (MBA)	Finance	IBA, Jahangirnagar University	Enrolled	2021
Bachelor of Business Administration (BBA)	Finance	Dhaka City College (National University)	3.43 out of 4.00	2017
HSC	Business Studies	Patarhat RC College (Barishal Board)	4.60 out of 5	2012
SSC	Business Studies	Patarhat Muslim High School (Barishal Board)	5 out of 5	2010

**PROFESSIONAL QUALIFICATION**

Course Name	Institution	Duration	Status
Production Planning & Supply Chain Management	Institute of Apparel Research & Technology (iART), BKMEA	4 months	Complete
Introduction to Corporate Finance	Corporate Finance Institute (Online)	2 months	Complete

**COMPUTER LITERACY**

**Microsoft office package** : MS Word, MS Excel, MS PowerPoint.

**Software** : Adobe Photoshop, Adobe Illustrator, Camtasia.  
**Operating System** : Windows (XP/ Windows 7,8,10)  
**Internet Technologies** : SEO, Social Media Marketing.

#### LANGUAGE PROFICIENCY

Language	Reading	Writing	Listening	Speaking
Bengali	Excellent	Excellent	Excellent	Excellent
English	Excellent	Excellent	Excellent	Good

#### INTEREST & HOBBIES

Traveling, Reading books, Writing, Poem recitation, Internet Surfing, Watching movies, web series.

#### EXTRA CURRICULAR ACTIVITIES

- Member of Jahangirnagar University Weekend MBA Club.
- Performed role as a Class Representative in graduation life at Dhaka City College.

#### TRAINING & WORKSHOP'S

- **IPDC Young Professional Summit 2019** presented by Dhaka University Career Club (DUCC) on April, 2019
- **Internship at EXIM Bank Limited** for 3 months (June, 2018 – August, 2018)
- **FOCUS – 17, A National Finance Competition** presented by United International University on May, 2017

#### PERSONAL INFORMATION

**Full name** : Mizanur Rahaman  
**Father's Name** : Md. Kamal Uddin  
**Mother's Name** : Rozina Begum  
**Date of Birth** : 23 April, 1994  
**Marital Status** : Single  
**National ID No** : 1901627958  
**Religion** : Islam  
**Blood Group** : O+  
**Permanent Address** : Vill: Sonamukhi, Upazilla: Mehendiganj, Dist: Barishal

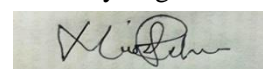
#### REFERENCE

**S.M.A. Moudud Ahmed**  
 Lecturer  
 Institute of Business Administration  
 Jahangirnagar University  
 Mobile : 01754459594  
 Relation: Academic

**Md. Wahid Hassan**  
 Government Revenue Officer  
 Customs Intelligence and Security Department  
 Syhlet Airport  
 Mobile : 01712601121  
 Relation: Family friend

#### DECLARATION

I solemnly declare that, all the above information is correct to the best of my knowledge and belief. I am keen to continue my career and prepared to work hard in order to achieve my organization objectives.



(Mizanur Rahaman)