

RASIDUL ISLAM TALUKDAR

33, Umesh Datto Road, Bakshi Bazar, Dhaka.

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CAREER OBJECTIVE:

To build up my career in a challenging and competitive environment, where strong sense of responsibility and commitment is required, where dignity of work provides job satisfaction and to achieve a top level in hierarchy in the organization.

EXPERIENCE

10TH FEBRUARY, 2018 – CONTINUE

ACCOUNTS & ADMIN EXECUTIVE, BANGLADESH FILAMENT YARN IND. (PVT.) LTD.

Check accounts bookkeeping, check accounts transactions, checking, verification & follow up, prepared payments slip to vendors and claims (process payment, prepare invoice, payment voucher, receipts, cheques), Maintain proper filing of accounting documents for record keeping, TAX & VAT related activities and General admin support and other relevant ad-hoc tasks or assignments.

JANUARY, 2016 – OCTOBER, 2016

CASHIER CUM CUSTOMER SERVICE, GENESIS SUPPLIES SDN BHD. IN MALAYSIA

Inform guests about the offers or discounts for the day, ask for guest's discount card, if any, Suggestive billing, accept cash, credit cards or cheques for every billing and settle every transaction against respective modes of payments, Answer customers questions about the food or any other query politely, Polite while taking orders, redeem tickets & coupons, Ensure the correct order for correct table

JANUARY, 2013 – MARCH, 2014

INSTRUCTOR WITH ACCOUNT OFFICER, NATIONAL COMPUTER CENTER(NCC), MYMENSINGH.

Handle accounts payable and receivable, maintain records of business costs, such as labor and material, Check invoices for inaccuracies, reconcile accounts with the general ledger, handle general account queries, Contact clients about invoices that are past due, Coordinates and implements classes and instructional programs for youth, teen and adult students, Develops cohesive lesson plans, class schedules, and instructional materials. Instructs classes. Performs all other duties as assigned.

SKILLS

- Accounting
- Financial Calculation
- Manage the administrative work
- So much curiosity about Technology.
- VAT & TAX Related Activities
- Analytical ability
- Able to work within tight schedules
- Able to work under pressure

EDUCATION

2017

MBA(FINANCE), UTTARA UNIVERSITY

CGPA-3.74 (Out of 4)

2012

BBA(FINANCE), COLLEGE OF BUSINESS SCIENCE & TECHNOLOGY (UNDER NATIONAL UNIVERSITY)

CGPA-3.41 (Out of 4) (Result has been published in 2014)

2007

HSC(SCIENCE), DHAKA BOARD

GPA-2.90 (Out of 5)

2005

SSC(DAKHIL)(SCIENCE), MADRASAH BOARD

GPA-3.75 (Out of 5)

COMPUTER LITERACY

- I have completed “Certificate in computer application” (CCA) course of 2 months and “Certificate in database programming” (CDP) course of 6 months’ (Under the technical educational board) From “National computer center” (NCC) of Mymensingh, Dhaka, Bangladesh. (Which course included MS Word, MS Excel, MS Access, MS Power point, Win XP/7/8/10& Update version, Internet, MS Office2007/10 & Update Version, Oracle Database.)
- Have the basic knowledge about Accounting Software Tally ERP-9

LANGUAGE PROFICIENCY

- I have completed Spoken English course from “NIIT” center of Mymensingh, Dhaka, Bangladesh. Also, I have completed my bachelor and master’s degree in English version. So, can Speak and write both English and Bengali proficiently,

EXTRA CURRICULAM ACTIVITIES

- I have completed the training courses on “**Livestock service provider (LSP)**” held on 7th April 2013 to 24th April 2013. Which is Organized by Grameen Manobic Unnayan Sangstha (Gramaus) & Supported by Palli Karma-Sahayak Foundation (PKSF).
- I have completed the Ansar-VDP Basic Training courses. Which organized by **Ansar & Village Defense Party (VDP)** Under Bangladesh Government.
- I have completed Internship for my MBA Degree from **NRB Commercial Bank Ltd** at Uttara Branch of 3 (three) months duration.
- I have Attended full day’s workshop on Export, Import, Trading, Foreign Investment under the China Bangladesh Export-Import Company Ltd. on 14th December, 2018.

PERSONAL INFORMATION

Name : Rasidul Islam Talukdar

Father's Name : Rafiqul Islam Talukdar

Mother's Name : Renuma khatun

Present Address : 33, Umesh Datto Road, Bakshibazar, Dhaka.

Permanent Address : Vill: Char hori pur, P.O: Shambugonj,
P.S: Kotwali, Dist.: Mymensingh.
Division:Mymensingh.

Date of Birth : 11th February 1989.

Nationality : Bangladeshi

Religion : Islam (Sunni)

Sex : Male

Marital Status : Unmarried

Height : 5'-7"

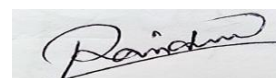
Weight : 62kg

Blood Group : O⁺

REFERENCE

- 1). Md.Abdul Alim
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I do here by declare that all above information are Correct to the best of my knowledge



(Rasidul Islam Talukdar)