

Md. Rubaiet Hossen

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Personal Statement:

I am always ready to accept any kind of hurdle on the way to be an established Business executive in this highly competitive market with a blend of hardworking spirit and creative zeal. Most importantly, I always bring personal integrity, honesty and strong work ethics in my profession.

Qualifications Summary:

- Excellent analytical, mathematical, organizational and communication skill.
- Proven ability to prioritize and handle multiple tasks in a challenging environment.
- Congenial and enthusiastic contributor and supporter of team goals.

Organizational Experience:

Executive (Accounts)

Sun Home Energy Limited, Dhaka
November, 2014 – Present (3 years)

Prime Responsibility:

- Cash maintenance, Voucher maintenance, Bank Reconciliation.
- Maintaining payroll software and Tally posting.
- Preparing monthly statement, income statement and balance sheet.
- Ensuring account maintaining.
- Preparing Salary & Bonus Sheet.
- Preparing TA & DA Sheet.
- All kind of Banking.

Abilities:

- Energetic and able to work under guidance, independently.
- Have the strong analytical and problem solving skills.
- Like to work in a group under the guidance of other and have the ability to guide other.

Educational Overview:

- 1 Bachelor of Business Administration (BBA)
Major in Marketing
CGPA: 2.84, Passing Year-2015
Bangladesh University of Business and Technology (BUBT)
- 2 Higher Secondary Certificate (HSC)
GPA: 4.40, Business Studies
Dhaka Board, Passing Year: 2010
Dhaka Commerce College
- 3 Secondary School Certificate (SSC)
GPA: 4.63, Business Studies.
Dhaka Board, Passing Year: 2008
Dhanmondi Govt. Boys' High School

Computer Knowledge:

- Microsoft Office applications such as MS Word, Excel and PowerPoint.
- Knowledge over the web applications & Application based work.
- Basic computer hardware assembly and component/device replacement.

Personal Overview:

- 1 Date of Birth : 03 July, 1993
- 2 Father's Name : Md. Bachhu Mia
- 3 Mother's Name : Resma Akter
- 4 National ID No : **19932695017000117**
- 5 Marital Status : Single
- 6 Permanent Address : Vill: Chandrapukur, PO: Poba, P.S: Poba, Dist: Rajshahi

Others Information:

Language Proficiency: Proficient in written and spoken English & Bengali.

Hobbies: Biking, Body Building, Singing, Reading books and Roaming.

References:

Md. Delwar Hossain
Director
Shisu Kallyan Trust
Ministry of Primary & Mass Education
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Akm. Mosharraf Hossain
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Date:

Signature: