

CURRICULAM VITAE OF MD. ASADUZZAMAN



Mailing Address

House No: 26, Road No: 08, Block-E, Section-1,
Mirpur-1216, PS: Shah Ali, Dhaka.
Cell: +8801722-637449
Email: mmilon171@gmail.com

Career Objective

I am looking a hard and challenging job where I will have the scope to utilize my knowledge and skills for the development of the institution. I believe I will perform any task honestly as my goal.

Career Summary

To prove myself as a quick learner and highly energetic person to have the exposure to multi-dimensional environment with my achieved knowledge, skills and experiences.

Academic Qualification

Exam Title	Concentration / Major	Institute	Board/University	Result	Passing Years	Duration
Master of Business Studies (MBS)	Accounting	Kushtia Govt. College	National University	2nd Class	2012	1
Bachelor of Business Studies (BBS)	Accounting	Kushtia Govt. College	National University	2nd Class	2011	4
Higher Secondary Certificate (HSC)	Commerce	Kazipur College	Jessore	GPA 3.30 Out of 5	2007	2
Secondary School Certificate (SSC)	Science	Shaheb Nagar High School	Jessore	GPA 3.19 Out of 5	2005	2

Key I.T Skills

- Microsoft Word, Microsoft Excel, Internet Browsing.
- Accounting Software Tally.

Communication Skills

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	Medium	Medium

Specialization

Communication Skills, Honesty, Technical Competency, Work Ethic, Flexibility, Determination and Persistence, Ability to Work in Harmony with Co-Workers, Problem-Solving Skills.

Extra Curricular Activities

Communication Skills, Honesty, Technical Competency, Work Ethic, Flexibility, Determination and Persistence, Ability to Work in Harmony with Co-Workers, Problem-Solving Skills.

Personal Information

- Father's Name : Md. Abdul Latif
- Mother's Name : Hazera Begum
- Permanent Address : Village + Post: Harabhanga, P.S. Gangni, District: Meherpur.
- Date of Birth : 01-01-1990
- Nationality : Bangladeshi (By birth)
- Religion : Islam
- Marital status : Married
- Sex : Male
- Height : 5'-5.5
- Blood Group : O+ (Positive)
- National ID No : 5961487203

Experience

1. Account Officer (October 12, 2020 - Continuing)

Clothing Partner Ltd.

Company Location : House No: 411, Road No: 07, DOHS, Baridhara, Dhaka-1206.

Department: Accounts

Duties/Responsibilities:

Maintain Accounts, Commercial & Audit, Full duties and responsibilities, LC work, among others, consisted of negotiation with buyers for fixation of price. Maintaining liaison with different Organizations etc.

2. Assistant Account Officer (March 1, 2018 - August 30, 2020)

Power Engineers Ltd.

Company Location : Ruppoor, Iswardi, Pabna.

Department: Accounts

Duties/Responsibilities:

Maintain Accounts & Audit, Full duties and responsibilities, Admin & Store, Maintain Purchase & Sales Book. Maintaining liaison with different Organizations etc.

3. Account Officer (November 1, 2016 – February 28, 2018)

Syscon Engineering Ltd.

Company Location : House No: 14, Road No: 02, Sector-06, Uttara, Dhaka-1230.

Department: Accounts

Duties/Responsibilities:

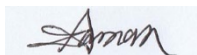
Maintain cash book, Ledger book, Trail Balance, Financial statement, Purchase book, Sales book, Maintain Administration department, Car Log book, Store, Maintain Bank statement, LC Work, TT, etc.

References

Name: Designation: Organization: Address: Mobile: Email:	Md. Oheduzzaman Senior Officer Janata Bank Ltd. Chowrhash Bazar Branch, Chowrhash, Kushtia Sadar, Kushtia +8801717406465 mustakimmag@gmail.com	Md. Moslem Uddin Associate Professor Department of Accounting, Kushtia Govt. College, Kushtia. +8801813812071 moslemuddin@gmail.com
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I do, here by declare that the above information is true and correct, To the best of my knowledge.

Md. Asaduzzaman



Signature :

Date 18-04-2021