

# Sanjid Mahmud

## Finance Graduate

+8801670-22-55-32 ✉ sanjidmahmud067@gmail.com 📞 Sanjid Mahmud

🌐 <https://www.linkedin.com/in/sanjid-mahmud-64a987148/> 🆔 NID: 4164826739

🏠 House 1754, Janatabag, Rayerbag, Kadamtali, Dhaka 1236.

🏠 Vill-South Adhara, PO-Khidirpur-3640, PS-South Motlob, District-Chandpur.



## CAREER OBJECTIVES

To gain **employment** with an organization that offers me a consistently **positive atmosphere** to **learn** new things and **implement** them for the betterment of the organization.

## WORK EXPERIENCE

### Executive, Accounts & Admin

**Responsibilities:** Preparing company payroll and managing employee Tax, Communicate with Bank, Audit Firm and BASIS, Maintain office petty cash, Prepare weekly and monthly accounts report, write different type of forwarding letter, agreement, office notice etc. as directed time to time, Assist HR & Admin departmental lead.

**Institution:** Inspiring Through Information Web (ITIW)

**Location:** House 432, Road 32, Mohakhali, DOHS

**Job Type:** Internship

**Job Duration:** May 1, 2017 - August 31, 2017 (4 Month)

### Undergraduate Teaching Assistant (UTA)

**Responsibilities:** Assist in research works, Record keeping (tracking attendance and calculating grades), Notice checking, Helping to prepare lessons (getting materials ready and setting up equipment).

**Institution:** East West University

**Job Type:** Part Time

**Job Duration:** July 2015 – August 2015 (1 Year)

## ACADEMICS

### Master of Business Administration (MBA)

#### Institute of Business Administration (IBA)

Jahangirnagar University (JU)

Savar, Dhaka, Bangladesh

**CGPA: 3.67/4.00**

**Major: Finance**

Fall 2018-2020

### Bachelor of Business Administration (BBA), 23 August, 2017

East West University (EWU)

Dhaka, Bangladesh

**CGPA 3.53/4.00**

**Major: Finance**

Summer 2013-Summer 2017

### Higher Secondary Certificate (HSC), 27 July, 2011

Dhaka College

Dhaka, Bangladesh

**GPA 5.00/5.00**

**Group: Business Studies**

Session: 2009-2010

### Secondary School Certificate (SSC), 26 May, 2009

AK High School and College

Dhaka, Bangladesh

**GPA 5.00/5.00**

**Group: Business Studies**

Session: 2007

## PROFESSIONAL SKILLS

---

**Computer:** Proficient in MS Office-Word, Excel (Table formatting, Pivot Tables, Charting, COUNTIFS, SUMIFS, IF Statements, VLOOKUP, Conditional Formatting), Power Point | SPSS (Linear and Binary Logistic Regression, Factor Analysis), Minitab, Stata | Adobe Photoshop | Internet | Email | Basic Operation Windows 7,8,10 | Online Android Apps Developing.

**Financial Reporting:** Financial Position and Performance Analysis, Current Profitability and Risk Analysis.

**Team Work and Communication:** Having confidence in problem solving and strong leadership skill in group assignment and good communication developed by interacting with team members and students during class and working hours.

## TRAINING SUMMARY

---

- Attended Foundation skill course of LICT.
- Attended in Excel training workshop by EWUBC and Excel Bangladesh.
- Took part in a seminar on “Entrepreneur Development and Business Incubator, Bangladesh Perspective” organized by Entrepreneur Development Centre (EDC).

## VOLANTRY ACTIVITIES

---

- Executive Member at IBA, Jahangirnagar University Business Club (IBA, JUBC).
- Member of ‘The National Association of Apex Clubs of Bangladesh’- Apex Global & WOCO Foundation.
- Worked as volunteer in a road show of “Battle of Mind” organized by British American Tobacco Company.

## ACHIEVEMENT

---

- Got Scholarship from the Board of Intermediate and Secondary Education, Government of Bangladesh based on both **SSC & HSC result**.

## REFERENCES

---

### Professor Dr. K.M. Zahidul Islam

Associate Professor  
Institute of Business Administration (IBA)  
Jahangirnagar University, Savar, Dhaka-1342  
kmz@juniv.edu , zahin2020@gmail.com  
Tel; PABX(88) 02-7791045-51 Ext:144 (Work)  
+8801915496534, Fax:(88) 02-7791015(Work)

### Tasnim Mahmud Nabil

Budget & Cost Officer, Finance  
International Centre for Diarrhoeal Disease  
Research, Bangladesh (ICDDR, B)  
68 Shaheed Tajuddin Ahmed  
Sarani | Mohakhali | Dhaka 1212  
Tasnim.mahmud@icddr.org  
+8801834100202

## DECLARATION

---

I hereby declare that this information furnished above true to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars. I prove my work as per expected by you.



Sanjid Mahmud