

Mr. Reajul karim

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CAREER OBJECTIVE

To lead a career in a reputed Organization and successfully apply acquired education to enhance organizational efficiency.

EXPERIENCE

1 July, 2016 to ongoing:

Name of the organization: GME Group.

Designation: Senior.Executive,Accounts and Finance.

Organization Description: Importer, Production and Distributor.

Job Responsibilities:

- 1) Maintain Daily cash transaction of the whole group of Company.
- 2) Evaluate Bills of payment. Negotiate about the payment method with the customer.
- 3) Preparing cash budget on daily basis as well as preparing and evaluating annual budget.
- 4) Maintain international relationship with the foreign stakeholders. (Import tasks, attend seminar, Negotiation.)
- 5) Branding of new product for initial launching as well as research and development work of the market.
- 6) Other tasks assigned by the top management.

1st August, 2013-31st December

Name of the organization: Jamuna Bank Limited.

Designation: Junior trainee officer (Internship)

Organization Description: Jamuna Bank is one of the private commercial bank in Bangladesh. It operates around the whole country. The bank accomplishes the entire banking related task.

Job Responsibilities: Interact with the customer and learn different banking activities while the other officer taught me. Also they allowed me to work with the entire department to earn competency with the banking activities.

EDUCATION

Master of Business Administration (MBA)

Concentration on Finance

CGPA-3.33 out of 4.00

Independent University, Bangladesh (IUB)

Bachelor of Business Administration (BBA)

Concentration on Major in Finance and minor in International Business (IB)

CGPA: 3.38 out of 4.0

Independent University, Bangladesh (IUB)

Merit Scholarship since 2013 for every semester

Higher Secondary Certificate (HSC)

Concentration on Commerce

GPA: 4.80 out of 5.0, Passing Year: 2011

Milestone College, Dhaka, Bangladesh

Secondary School Certificate (SSC)

Concentration on Commerce

GPA: 4.56 out of 5.0, Passing Year: 2009

Tumilia Boys' High School, Gazipur, Dhaka, Bangladesh

VOLUNTARY ACTIVITIES

March, 2013-present

Name of the organization: IUB Finance Club

A regular and participative member of the club

December 2009- March 2011

Name of the Organization: Business Club, Milestone Colle

Job Responsibilities: Representing Student Body in official meetings and maintain financial activities of the club

ACHIEVEMENTS & TRAININGS RECEIVED

- Received **Research Methodology (questionnaire)** training on rural areas under the **Live in Field Experience (LFE-201)** course organized by Independent University, Bangladesh (IUB).
- Received a certificate for attending in a financial training on Excel at my university
- Won 1st prize for Drama in our School cultural program, July 2006

LANGUAGE AND PROFESSIONAL SKILL

Language: Fluent in Bangla and English (Also known French language as well)

Computer Proficiency: Good Operational Command in Microsoft Office Suite, Tally ERP, E-Views 7, SPSS 21, e-mail access and web browsing.

PERSONAL DETAILS

Name : Mr. Reajul Karim

Father's Name : Mr. Farid Mia

Mother's Name : Mst. Muslima Khatun

Date of Birth : 27/09/1992

Nationality : Bangladeshi

Sex : Male

Marital Status : Unmarried

REFERENCES

Mr.Zaman Khan

Director of general services (Retired)

American International School, Dhaka (AIS/D)

Mobile no: 01724582472

12/UN road, Baridhara, Dhaka-1212

Mr.G.M. Wali Ullah

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Independent university, Bangladesh

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