

Curriculum Vitae

Aminur Rahman

Mailing Address

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CAREER OBJECTIVE

- * To ascend to a respectable position in progressive concern that would provide opportunities to improve my competence.
- * To venture challenge in my career and to ameliorate to enforce myself in the Field of a Well-structured organization.

ACADEMIC CERTIFICATION

* **Master of Business Administration (MBA)**

| | | |
|-----------------|---|-----------------------------------|
| Major | : | Finance |
| Result | : | 3.50 out 4 |
| Year of Passing | : | 2018 |
| Institute | : | Daffodil International University |

* **Bachelor of Business Administration (BBA)**

| | | |
|-----------------|---|-----------------------------------|
| Major | : | Finance |
| Result | : | 3.21 out 4 |
| Year of Passing | : | 2016 |
| Institute | : | Daffodil International University |

* **Higher Secondary Certificate (H.S.C)**

| | | |
|-----------------|---|-------------------------------|
| Result | : | 4.00 |
| Year of Passing | : | 2012 |
| Group | : | Science |
| Institute | : | Shaheed Police Smrity College |
| Board | : | Dhaka |

* **Secondary School Certificate (S.S.C)**

| | | |
|-----------------|---|--------------------------------|
| Result | : | 4.75 |
| Year of Passing | : | 2010 |
| Group | : | Science |
| Institute | : | Pallabi M.I Model High School. |
| Board | : | Dhaka |

WORKING EXPRIENCE

Madina Cement Industries Ltd

Designation: Junior Executive, Finance & Accounts

Duration: March 03, 2019 to Present

Address: Madina Square, 64/A, Shahid Buddhijibi Munir Chowdhury Sharak (Central Road)
Dhanmondi, Dhaka 1205

Company website: www.madinagroup.com.bd

Email: info@madinagroup.com.bd

Phone: 02-9663706

KEY RESPONSIBILITIES

- * Monitoring SAP (ERP): FICO Module (Delivery Order issue, Debit/Credit Memo creating).
- * Customer Balance Reconciliation.
- * Maintain Ledger Books, keep records of day to day sales, delivery and collection.
- * Preparing Cash Discount sheet for individual dealers.
- * Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- * Documentation, cheque receiving and Delivery Order issues monitoring SAP.

PERSONAL ABILITIES

- * Hard working, energetic and well disciplined.
- * Positive thinker, self-motivated and ability to take the initiative.
- * Strong communication and interpersonal skills.
- * Have ability to work with team as well as leading a team to achieve certain goal.

COMPUTER LITERACY

- * Sound Knowledge of Ms-Word, Ms-Excel, Ms-Power Point, Ms-outlook.
- * Good Typewriting speed (40wpm).
- * Ability to work with several operating systems, including Windows, Mac OSX and Linux.
- * Expertise of creating fully functional spreadsheets and familiar with organizing and analyzing large set of data.

EXTRA CURRICULAR ACTIVITIES

- * Participated as volunteer university cultural programs.
- * Played Bass Guitar and performed many live stage shows with a progressive metal band.
- * Founder of an event management and organized many programs and live concert.

PROFESSIONAL TRAINING

| Course Name | Duration | Name of Institution |
|---------------------------------|-----------|-----------------------------------|
| Professional Excellence Program | 10 Days | Evolve360, New Delhi, India. |
| Training on Career Development | 04 months | Daffodil International University |

PERSONAL DETAILS

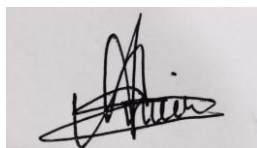
* Name : Aminur Rahman
* Father's Name : Md.Abul Kashem
* Mother's Name : Nurjahan Begum
* Date of birth : 28-02-1995
* Religion : Islam
* Marital Status : Unmarried
* Nationality : Bangladeshi
* Gender : Male
* National Id No : 8702598080
* Permanent Address : 22-a/1, Pallabi, Mirpur, Dhaka-1216

REFERENCE

Abu Taher Khan
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Md. Kaysar Hosain
Dy. Manager (Sales Accounts)
Madina Cement Industries Ltd.
Cell: +8801713062352
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Declaration: I hereby declare that all the above information provided is true to the best of my knowledge.



Signature

Aminur Rahman