

Resume of
MOSLEH UDDIN

Bachelor of Business Administration in Accounting

C/O- Mr. Momin Mia;

Vill: Monair Kandi, P.O: Baushia,

P.S: Gazaria, Dist: Munshigonj.

Contact number: +8801761744899

E-mail : moslehuddin0176@gmail.com



CAREER OBJECTIVES:

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development and help me achieve personal as well as organizational goals.

KEY SKILLS:

- Optimistic, ready to take challenges;
- Self motivated, enthusiastic and a
- Team man;
- Building relationship;
- Comfortable working in a wide
- variety of environments;
- Expert level computer skills;
- Report writing & research ability; &
- Dedication and hard work towards achieving the objectives and goals.

PRESENT JOB:

Accounts Executive: As an Executive in “Intramex Ltd.” in Block # B, Banani, Dhaka-1213.

Time: 1st November, 2014- Running.

Job Responsibilities:

- Maintaining standard and accurate day to day and periodical financial records
- Maintaining accounts in both papers and computer;
- Maintenance of cash, cash book, bank book, bill register, general ledger & different registers related to Finance & Accounts;
- Prepare weekly & monthly sales report;
- Preparation and maintenance of requisition slips & bills; and
- Report writing activities to the higher officials.

ACADEMIC DISTINCTIONS:

Exam. Title	Exam. Year	Result	Institute	Group
S. S. C.	2007	3.94	Bausia M A Ajhar High School, (Munshigonj)	Business Studies
H. S. C.	2009	3.60	Dr. Khandaker Mosharraf Hossain College, Comilla	Business Studies
B.B.A.	2014	3.00	IBAIS University, Dhaka.	Accounting

TRAINING SUMMARY:

- Training of **Computer Fundamentals (MS Package)** from “IBAIS University Lab”.
- “**Intensive course in Basic English**” completed from the Department of Accounting, IBAIS University with glorious result.

COMPUTER LITERACY:

Word Processing : Microsoft word, MS Access
Spreadsheet Analysis : Microsoft Excel, Power Point Presentation.
Internet Browsing : Mail, Outlook Express etc.

LANGUAGE PROFICIENCY:

Mother tongue : Bengali
English : Standard command on writing, speaking, listening and reading.

OTHERS EXPERIENCE:

- Part time English teacher (Junior Level) of Jackson High School (Dhanmondi, Dhaka).

EXTRA CURRICULA ACTIVITIES:

- Ex-member of IBAIS University BNCC.
- Scouting, Eye camping, Playing Cricket etc.

INTERESTS:

Professional: Working in any financial organization, especially in Bank.

Personal: Internet Browsing, Traveling, Reading novel and Watching TV.

PERSONAL PROFILE:

Father's name : Mr. Momin Mia
Mother's name : Mrs. Morium Begom
Permanent Address : Vill: Monair Kandi, P.O: Bausia, P.S: Gazaria, Dist: Munshigonj.
Present Address : Vill: Monair Kandi, P.O: Bausia, P.S: Gazaria, Dist: Munshigonj.
Date of birth : 9th January, 1992
Religion : Islam (Sunni)
Nationality : Bangladeshi by birth
Blood Group : (O Negative)
Height : 5'7''
Marital Status : Single

DECLARATION:

I hereby declare that all the details given above are true to the best of my knowledge and belief.

If I selected for the Program, then I will obey all the rules and regulations of the Program and will work in rotational shifts for Job Training.

REFERENCES:**MD. MAHABBAT HOSEN**

Lecturer

Dept. of Business Administration

IBAIS University

Dhanmondhi, Dhaka-1209

Mobile:+88-01198084391

E-mail: mahabbat_kiu@yahoo.com

MR. EKHLASUR RAHMAN

Director, Placement & Alumni

IBAIS University,

Dhanmondhi, Dhaka-1209

Mobile:+88-01715564376

E-mail: ekhlasur.rahman@gmail.com

Signature