

CURRICULUM VITAE

Arman Hossain

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Training Objectives:

To establish a rising and shiny career in a well reputed organization where I can enhance and update my academic excellence and skills to face the forthcoming information age and globalization challenges.

FUTUREVISION

I would like to have the opportunity to be in the position where I can use my organizational, communicational skills. I prefer that position, which utilizes my capabilities to work as a team player, involves negotiation and discussion of issues and organizes my time effectively to maximize output for the organization.

ACADEMIC QUALIFICATION

Examination	:	Bachelor of Business Administration (BBA)
University	:	United International University
Institution	:	Business School
Major	:	Accounting Information System (AIS)
Year of Passing	:	Spring 2017
CGPA	:	3.32

Enjoyed 50% scholarship 4 times on the basis of trimester result from UIU.

Examination	:	Higher Secondary School Certificate (H.S.C)
Baord	:	Rajshahi
Institution	:	Dashuria Degree College
Group	:	Commerece
Year of Passing	:	2011
Result	:	5.00

Examination	:	Secondary School Certificate (S.S.C)
Board	:	Rajshahi
Institution	:	Sharamarwari High School & College
Group	:	Science
Year of Passing	:	2009
Result	:	4.50

Professional Experience:

Eminence Chemical Industry Ltd	Department	: Accounts & Admin
HM Plaza (13 th Floor) Suite- 10	Position Hold	: Junior Executive
Sec- 3, Uttara	Duration	: Since August 1, 2017 – November 30, 2019

Company Profile

Eminence Chemical Industry Limited is a renowned agro based chemical company operating its business since 2005. It imports various kinds of herbicide, insecticide, fungicide and yield booster from countries like china, Germany, Argentina etc.

Job area covered:

- Preparation all kinds of vouchers in manual & software process
- Maintenance of petty cash, cash book, bank book, bill register.
- Preparation and maintenance of requisition slips & bills,
- Dealing with bank and other financial institution related affairs.
- Assisting the accounts team to prepare of monthly as well as yearly expense.
- Monitoring and ensuring proper book keeping.

Special Qualifications

- Dynamic, stress tolerant and willing to take responsibility.
- Strong goal orientation.
- Can work under pressure.
- Can interact with all types of people.
- Ability to work efficiently under pressure & meeting deadline
- Passionate for Work

COMPUTER SKILLS

- System Software : All kinds of Windows 7 8 & 10, Apple Mac os.
- Accounting Software : Tally Software ERP-9(Certified)
- Application Software : MS Excel, MS PowerPoint, MS Office 2016 & 2017, Adobe Photoshop.
- Communication : Local Area Network, E-mail, Internet, Facebook, Twitter.

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Tally Software ERP- 9(Certified)		STM Vision Infotech Limited	Bangladesh	United International University	2016	3.5 Months

Languages Proficiency:

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

Extra-Curricular Activities:

- Member of UIU Finance Forum.
- Volunteer in 1st International Career Summit, 2014
- Member of Ishurdi bike Riders club (IBRC).

HOBBY

Sports (Cricket, Badminton), Bike Riding, Long tour on bike, Reading Newspapers and Magazines.

PERSONAL DETAILS

Father's Name : **Md. Azaml Hossain**
Mother's Name : **Mst. Mony Khatun**
Permanent Address : **Vill: Ishurdi, P.O: Ishurdi**
Nationality : **Thana: Ishurdi, Dist: Pabna, Bangladesh.**
Religion : **Bangladeshi by birth.**
Date of Birth : **Islam (Sunni)**
Blood Group : **Aril 19, 1994**
Marital Status : **"A" Positive**
Height : **Single**
Weight : **5'-8"**
National Id : **64 kg**
National Id : **19947623907000105**

Reference

Md. Masum Billah Area in-charge Bangladesh Honda private Ltd. Mobile: +8801700767835 E-mail: masum.billah@bdhonda.com	Md. Shamimul Hasan Chairman Honda Valley Ishurdi, Pabna. Mobile: +8801711043626 E-mail: shamimhasan3626@gmail.com
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'I CERTIFY THAT ALL INFORMATION STATED IN THIS RESUME IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.'

Arman Hossain

(ARMAN HOSSIN)