|  |  |
| --- | --- |
| RESUME OF | |
| MD.ABDULLA UN NOMAN  Present Address: 166/ka East Madartek, Adarshapara,  Basaboo, Dhaka-1214 , Cell: +88-01558-515042  E-mail: [nomanpatwary997@gmail.com](mailto:nomanpatwary997@gmail.com)  Career Objective  I want to serve as responsible executive in a well-structured  organization and successfully apply acquired knowledge. I want to work in dynamic and challenging environment where I can prove my potential and improve my professional and social life.  Education of Qualification  The Peoples University of Bangladesh 2017  MBA in Accounting – 4.00 out of 3.62  The Peoples University of Bangladesh 2015  BBA in Accounting – 4.00 out of 3.52  Khilgaon Model College, Dhaka 2011  H.S.C (Commerce) – 5.00 out of 3.30  Tajuddin Adarsha High School 2009  S.S.C (Commerce) – 5.00 out of 3.30  Experience:  Company - New Sabuj Automobiles  Period - Dec 2018- Feb 2020  Designation- Manager  All kinds of servicing repairing, overhaling, A/C, Denting & Painting, Conversation all types of vehicles by Expert Automobiles engineers workshop solutions  Company - Digital Sing Valley Ltd  Period - Feb 2016-Aug 2018  Designation- Jr. Marketing  All kind of servicing digital printing, gift items, digital lighting box for all printing corporate solutions  Company - Life & Light Hospital  Period - Sept 2012 – Oct 2015  Designation- Accountant  Responsibilities:  -Tax and vat provision  -Bill process  -Payment entry  -Voucher filing  -Various journals  -Cash book maintain |  |

-Financial statement prepared.

**Key Competencies**

-Ability to cope with different environment

-Ability to work in a competitive and challenging environment

-Good communication and interpersonal skill

-Have leadership skills to influence people and Employees.

-Ability to work under pressure.

**Language skills**

Bengali and English- Fluent in both speaking and writing

**Computer Skills**

-Efficient in MS Power point, MS word, Access, Excel and Outlook Express and

different Internet application.

-Expert in IMAS (Integrated management and accounting system) software related

with finance and accounting transaction.

**Personal Details:**

Father’s Name: Late Md. Sanaulla Patwary

Mother Name : Rokeya Begum

Date of Birth : 07 Jan 1994

Sex : Male

Religion : Islam

Marital status : Unmarried

Nationality : Bangladeshi

**Permanent Address:**

Vill: Belghor P.O. Bolia P.S. Hajigonj Dist: Chandpur

**References:**

Prof. Dr. Gopal Sandro Sha

Chairman

BBA Department

The Peoples University of Bangladesh

¾ Asad Avenue , Dhaka-1207

Cell: 0186-0000684

Md. Dalowar Hossain

Health Minster

Personal officer

Cell: 01552-385178

Md. Touhid Siddique

Vice -President

Al-Arafah Islami Bank Limited

59/2 Purana Paltan, Surma tower

Cell: 0181-9411430