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| **RESUME** |  |  |



**MD. TAWHID HASSAN**

Ghasear Para,Chawkbazar Chittagong,Bangladesh.

Mobile no :01864488477

Email:rohan541009@gmail.com

**Career Objective**

Seeking an organization where I can utilize my skills, knowledge and experiences to succeed in an environment of growth and excellence to meet my personal and organizational goals.

To enhance managerial, organizational and interpersonal skills and serve in an administrative position at a well-structured organization and successfully apply acquired efficiencies

# Job Experience

* I have been working as an **officer** at **GPH Ispat Ltd** under Vat department from **15/03/2018** to still now.
* **Job Description**

1. To provide vat challan to customer.
2. Mushok-17 sales register maintain.
3. Tax deduction at source.
4. Current accounts maintain.
5. Pay in Vat challan to custom of customer copy.
6. Take in revat.
7. Ready to treasure statement.
8. Ready to delivery order.
9. Ready to delivery challan.
10. To ensure delivery.
11. To ready physical stock.
12. To ready delivery statement.

* Have a good experience of working as an Vat **and Accounts officer** in **Pran Rfl group** from **28/02/2017** to **13/03/2018**.
* **Job Description**

1. Mushok-11 sales software.
2. Mushok -11 sales manual.
3. Mushok -17 sales register.
4. Mushok-16 (Raw material purchase, Rebate).
5. Mushok-17 input production in software.
6. Mushok-18 current accounts maintain.
7. Prepare and release all payment vouchers.
8. To prepare financial costing statement.
9. To prepare salary sheet etc.

* Have a good experience of working as an Industrial Engineering (Work Study) **officer** in Regency three ltd from **10/02/2015** to **17/05/2017**.

**Academic Results**

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| Course | **Result** | **Institution** |  | **Passing Year** |
| **Masters**  **(Accounting)** | 1st class | Department of Accounting.  Govt.Hazi Mohammad Mohsin College, Chittagong.  Under National university. |  | **2013** |
| **BBS (Hons.) (Accounting)** | 1st class | Department of Accounting.  Govt.Hazi Mohammad Mohsin Collge, Chittagong.  Under National university. |  | 2012 |
| **HSC**  **(Business**  **Studies)** | 4.60 | Govt.Hazi Mohammad  College, Chittagong. | Mohsin | 2008 |
| **SSC**  **(Business**  **Studies)** | 4.81 | Bakolia Govt. Labrotory  School,Bakolia,Ctg. | High | 2006 |

**Training and Workshop**

**English Language Training** Successfully completed this course and can write and speak **Course From FM** English fluently.  **Method,, Chittagong**

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|  | | | **Other Skills** | | | |
| **Computer skill** | | | Firm handling in all versions of Microsoft office, have a good speed of typing in computer and avid user of e-mail, social networks, online knowledge bases and other internet based technologies. | | | |
| **Linguistic skill** | | | Fluentin both writing and speaking English. | | | |
| **Cultural Activities** | | | Handled/ Organized many cultural functions & also performed there. | | | |
| **Extra-Curricular Activities** | | | Passionate about organizing programs and have a good skill of playing Cricket. Have a good passion of football. | | | |
| Contact | |  | Cell: +880-1864488477 | |  | rohan541009@gmail.com |
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|  | | | **Personal** | | | |
| **Father** | | | Md. Mosharraf Hossain | | | |
| **Mother** | | | Mohsena Begum | | | |
| **Permanent Address** | | | Village:Ghashear Para, P.O:Chakbazar,  P.S: Chawkbazar, Dis:Chittagong, Bangladesh. | | | |
| **Nationality** | | | Bangladeshi by birth | | | |
| **National ID NO.** | | | 19911591906000151 | | | |
| **Religion** | | | Islam | | | |
| **Date & Place of birth** | | | 18th April, 1991. | | | |

**Marital Status** Married

**Contract no.** 01864488477

I do hereby declare that the particulars provided in the resume are true to the best on my knowledge and belief.



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**Md.Tawhid Hassan**

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| Contact |  | Cell: +880-1864488477 |  | rohan541009@gmail.com |