

CURRICULUM VITAE

OF

Md.Mashiur Rahman Khan



Contact:

🏠 House No: 20, Rd No: 18, Nikunja-2, Dhaka.

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Career Objective:

I would like to develop my career in an Internal Audit or Accounts position. I am seeking a challenging role where I can leverage my expertise in managing financial transactions, ensuring accuracy, auditing, risk assessment, and compliance. I aim to contribute to the organization's overall financial health by working with honesty and dignity so that the company can achieve its goals and increase its value.

Scholastic status:

Degree	Institute	Board	Department/ Major	Result	Passing year
BBA(Hon's)	Southeast University	N/A	Accounting (Major)	3.35 out of 4	2024
HSC	Sirajganj Collectorate School and Collage	Rajshahi	Commerce	3.5 out of 5	2019
SSC	Sirajganj police line's School	Rajshahi	commerce	3.86 out of 5	2017

Computer pursuits:

Applications Software:	Microsoft Word, Microsoft Excel (Excellent), Microsoft PowerPoint,
Others:	Internet browsing, e-mail, etc.

Experience:

Currently, I am a Jr. Executive at Internal Audit Department in **Hams Group**(Factory)

I am expertise in:

- Inventory Audit
- Store Audit
- Input Data to excel

3 months Internship at Internal Audit Department in **Bengal Group of industries**.

I am Able to check:

- CS(comparative statement) verify and revalidation.
- Po(purchase order), Challan and GRN (Goods Receipt Note)physically check and verify.
- Purchase Bill, Local purchase Bill,Non purchase Bill,Transport Bill, C&F Bill,Moblie Bill.Loading Unloading bill,Fuel bill and check KPL.
- Petty cash & custom miscellaneous exp check.
- Supported supervisors with various tasks as required.

I am a **Former club secretary** of the Southeast Social Services club And I have completed many programs bearing the responsibility of volunteer and organizer. I have very good experience as an organizer and volunteer.

Communication Skills:

- Excellent in Speaking English and Writing Bengali (Mother language).
- Excellent efficiency in Reading, Writing, and Speaking in English.
- The Medium of Instruction in B.B.A is English.

Expertise:

- Team management
- Communication

Personal Assessment:

- Very good temperament and likes to take challenges.
- Communicative, self-motivated, industrious, and punctual.
- Able to work in group and individual working environments.
- Adoptive to new technology and a quick learner.
- Organizing & leadership competence.
- Able to handle administrative tasks.

Skills:

- Social Media management
- Good Presentation skills
- Good Organizer
- Good volunteer
- Knowledge about Facebook Marketing Tools(Organic)
- Digital Marketer

Achievement:

- Certificate of World of Digital Marketing
- Certificate of MS Excel(Basics for beginners)
- Certificate of Facebook Marketing tools(organic)
- Certificate of MS Excel(Excellence with Excel)
- Certificate in Youtube Marketing

Reference

DR. SHEIKH ABDUR RAHIM

Professor

Southeast Bussiness School

Mobile:01718011219

Relation: Academic

Personal Information:

Father's Name: Sargent MD. Salim Khan. (Retired army)

Mother's Name: Mst. NargisPervin

Present Address: House No: 20, Rd No: 18, Nikunja-2, Dhaka.

Permanent Address: Vill: Raipur, P.O: Sirajganj,

P.S: Sirajganj, Dist: Sirajganj.

Date of Birth: 07-01-2002

Religion: Islam

Marital Status: Unmarried

Nationality: Bangladeshi

Blood Group: O+

Height: 6.4"

Declaration:

I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge. I take full responsibility for the correctness of the said information.

A handwritten signature in black ink, appearing to read 'M. J. ...', with a horizontal line extending to the right.

Signature