

Saklayen Ahmed

Care of Taz Uddin Ahmed, Kewa Pashchim Khanda, Sreepur, Gazipur

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Career Objectives

To join an interactive organization that offers me a constructive workplace where I can grow in terms of knowledge, skills and put to an effective use my analytical abilities and professional competence in the areas of accounting, taxation and auditing.

Educational Qualifications

Name of the exam passed	Duration of Course	Name of School/ College/University	CGPA obtained	Year of passing
MBA	1 year	University of Rajshahi	3.15 (1 st Semester)	2019 (Appeared)
BBA (Department of Accounting and Information Systems)	4 years	University of Rajshahi	3.37 (Out of 4.00)	2018
HSC (Business Studies)	2 years	Gazipur Cantonment College	5.00 (Out of 5.00)	2014
SSC (Business Studies)	2 years	Rajendrapur Cantonment Public School and College	4.88 (Out of 5.00)	2012

Extra Curriculum Activities

- Worked as Research Assistant with Prof. Dr. Rukshana Begum, Department of Accounting and Information Systems, University of Rajshahi, for the research project entitled "SMEs Financing in Bangladesh".
- Worked in Member of Editorial Board, Sub-Committee of Souvenir and Registration & Information Technology of Rajshahi University Accounting Alumni Association (RUAAA) in 2017 and 2020.
- Director of Program Management, Rajshahi University Business Club (RUBC), RU
- Involved as organizer in Departmental cultural activities
- Developed and maintenance a website with own web programming knowledge.

Language and professional skills

Language:

- Mother tongue – Bengali
- Fluent in Bengali and full working knowledge in English.

Strength and Attributes:

- Ability to interact effectively with people at all levels with patience, tact and diplomacy.
- Ability to learn fast and adapt well to new situations and opportunities.
- Perform proactively with friendly and supportive attitude.
- Highly organized and methodical with excellent time management and prioritization.

Computer Skills:

- Proficient in Microsoft Word, Excel and PowerPoint.
- Experienced in using SPSS and QuickBook Software packages.
- In depth knowledge of Content Management System (CMS) such as WordPress & Blogger.
- Experienced in web design and development languages such as PHP, Microsoft SQL and JavaScript.
- Basic knowledge about Python Programming language for data science.

Personal Information

Father's Name : Tazuddin Ahmed
 Mother's Name : Manwara Begum
 Date of Birth : April 25, 1997
 Marital Status : Single
 Religion : Islam
 Permanent Address : Village: Kewa Pashchim Khanda; Post: Mowna; Post Code: 1740
 Upazilla: Sreepur; District: Gazipur.

References

Dr. Rukshana Begum Professor Department of Accounting & Information Systems University of Rajshahi. Mobile No: +8801712-255556 Email : dr.rukshana@yahoo.com	Dr. Md. Sayaduzzaman Professor Department of Accounting & Information Systems University of Rajshahi. Mobile No: +8801912-827857 Email : milons66@yahoo.com
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I declare that all the information given herewith is correct, true and complete to the best of my knowledge and belief.



Saklayen Ahmed