



Shahin Alam

+8801879844242
mdshahinalam944@gmail.com



Vill: Jamua, P.O: Choto Sharifpur-3573, P.S: Lalmai, Dist: Cumilla



Personal information

- Nationality: Bangladeshi
- Religion: Islam
- Gender: Male
- Place: Cumilla
- Date of birth: August 15, 1997
- Marital status: Single

Education

Jamua High School (Comilla Board) 2014
S.S.C (Business Studies)
4.13(5.00)

Kashinagar College (Comilla Board) 2016
H.S.C (Business Studies)
4.17(5.00)

National University (Lalmai College) 2020
B.B.A (Bachelor of Business Administration)
2.78(4.00)

National University (Tejgaon College) 2022
M.B.A (Master,s of Business Administration)
3.06(4.00)

Skills

Ms Word, Excel, Power Point,
Email & Internet Browsing



Certification

Ms Office Application

MS Office word, Excel, Power Point, Emailing & Internet Browsing

Objective

I am currently working as an Information Officer (Progoti) at BRAC and gaining Two Months of experience as an Accounts Officer TMSS. My main goal is to complete the work of your company through hard work. challenge, hard work and achieving goals.

Experience

TMSS 21-04-2024 - 01-07-2024
ACCOUNTS OFFICER

1. Financial Record Maintenance: Handling daily transactions, cash management, and maintaining accurate, accounts payable and receivable.
2. Fund and Bank Management: Managing bank, donor, and project funds, including liaising with financial institutions,with approval from authority.
3. Compliance & Reporting: Ensuring VAT and Tax compliance, preparing financial statements.
4. Budgeting & Analysis: Preparing, tracking, and managing project budgets.
5. Audit Support: Assisting in internal and external audits to ensure compliance with fnancial policies.
- 6.Supervision: Assisting in supervising junior accounts personnel to ensure smooth daily operations.

BRAC 19-05-2025 - Continue
Information Officer (Progoti)

1. Information Sharing: Providing accurate information to customers about BRAC Progoti's various loan products, savings schemes and insurance benefets.
2. Customer Support: Solving the problems of customers visiting the branch ofce and providing necessary guidance.
3. Reporting: Keeping the daily work report, loan installment collection and new customer list information updated in the register.

4. Behavioral Skills: Excellent communication skills, patience and the mentality to work in a hostile environment.

Reference

Md. Abdul Kader

Principal Officer & Credit In Charge
(Patuatuly Branch,Dhaka)
abd.kader@tblbd.com

Trust Bank PLC

+8801856388815

Md. Jalal Uddin

Senior Officer (kandirpar Branch,
Cumilla)
miazicomputer9477@gmail.com

Meghna Bank PLC

+8801726753660

Language

- Bangla, English

Interests

- Traveling,Reading,Playing ,Cricket,Watch Movies,
Listening Music

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