

# RESUME OF Md. TEREQ HOSSAIN SADDAM

## Contact Address:

P.A Knit composite Ltd.(A Sister Concern of group Reedisha)  
Habirbari, Valuka, Mymensingh  
Contact No: 01723-703763  
E-mail: [tareqhossain53@gmail.com](mailto:tareqhossain53@gmail.com)



## Career Objective:

To find a challenging position to meet my competencies, capabilities, skill, education and experience. I am an honest, self-motivated and hardworking boy with positive attitude towards my career and my life. I'll try my level best to express my hidden intellect & my dormant ideas.

## Educational Qualification/Academic background:

### ❖ Masters of Business Administration (M.B.A):

|              |   |                                     |
|--------------|---|-------------------------------------|
| Department   | : | Accounting                          |
| Major        | : | Accounting                          |
| Result       | : | CGPA <b>3.16</b> (out of <b>4</b> ) |
| Institute    | : | Narsingdi Gov. College, Narsingdi   |
| University   | : | National University                 |
| Passing Year | : | 2014                                |

### ❖ Bachelor of Business Administration (B.B.A):

|              |   |                                     |
|--------------|---|-------------------------------------|
| Department   | : | Accounting                          |
| Major        | : | Accounting                          |
| Result       | : | CGPA <b>3.04</b> (out of <b>4</b> ) |
| Institute    | : | Narsingdi Gov. College, Narsingdi   |
| University   | : | National University                 |
| Passing Year | : | 2013                                |

### ❖ Higher Secondary Certificate (H.S.C):

|              |   |                                |
|--------------|---|--------------------------------|
| Group        | : | Business Studies               |
| Result (GPA) | : | <b>4.40</b> (out of <b>5</b> ) |
| Board        | : | Dhaka                          |
| Institute    | : | Panchkandi College             |
| Passing Year | : | 2009                           |

### ❖ Secondary School Certificate (S.S.C):

|              |   |                                  |
|--------------|---|----------------------------------|
| Group        | : | Commerce                         |
| Result (GPA) | : | <b>4.75</b> (out of <b>5</b> )   |
| Board        | : | Dhaka                            |
| Institute    | : | Hatirdia S.Ali Model High School |
| Passing Year | : | 2007                             |

### Employment History:

**Total Year of Experience : 2.3 Year(s)**

1. Officer ( February 5, 2019 - Continuing)

**P.A KNIT COMPOSITE LTD. Concern of Group Reedisha, Khoinoor chemical Ltd.**

Company Location : Jamirdia, Valuka, Mymensingh

Department: Accounts

#### **Duties/Responsibilities:**

Job Responsibility:

As a day my works starts from 8.00am to 6.00 pm my job responsibilities are given below:

Daily Works:

Petty Cash:

- 1) Petty cash checking & Sign.
- 2) Cash Payment approval wise.
- 3) Debit Voucher & Cash book Maintain.
- 4) Petty cash & Vault Cash Ledger Send to Head office every day.
- 5) Ledger Posting.

Monitoring total in house and sub-contract work such as:

- 1) Update TR Report (Customer Realization status).
- 2) Party wise Delivery Monitoring. (Not less than receivable amounts there stock value).
- 3) Rate & Quantity check Approved Work order wise.
- 4) Calculation check after then invoice & Gate pass sign.
- 5) Revenue summary status update.

Monthly Works:

- 1) Petty cash report send to H/O after every 10 days respectively With Hard Copy.
- 2) Receivable statement provided various party & cross checking.
- 3) Revenue Summary Report sends to H/O after every 10 days respectively with Hard Copy.
- 4) Cheque Deposit to Bank.
- 5) Party Collection Outside sub-Contract Party.
- 6) Titas Gas bill & Electricity bill payment on bank.
- 7) CNG & Diesel bill making after every 10 days.
- 08) Time to time comminute with Head office concerning people to fulfill their desired reports or Information.
- 09) Mailing all the reports to the concern.

### Computer & Internet skill:

- Sound knowledge in PC operation with Windows 8/7/XP systems
- Office applications (MS. Word, MS. PowerPoint etc.)
- Excellent command over Internet (Browsing & other type of search).
- Proficient in Multimedia/Presentation.

**Language Proficiency:**

|                  |                                                  |
|------------------|--------------------------------------------------|
| First Language:  | Bengali (Mother Tongue)                          |
| Second Language: | English (Reading, Writing, Speaking & Listening) |
| Third Language:  | Hindi (Speaking & Listening)                     |

**Leadership Quality:**

- Deadline oriented; able to handle pressure under hectic environment as a team member and also independently.

**Other Skill & Interests:**

- Have a quick learning and adapting capabilities,
- Strong analytical and interpersonal communication skills,
- Using Internet & Voice chat,
- Like to converse English with people,
- Build up good relationship with people,
- Watching English Movie, Reading English Newspaper etc.

**Personal Information:**

Name : Md.Tereq hossain Saddam  
Father's nam : Abdul Hakim  
Mother's name : Amena Begum  
Mobile : 01723-703763  
Present Address : P.A Knit composite Ltd. (A Sister concern of group Reedisha).  
(Jamirdia, Habirbari, Valuka, Mymensingh)

Permanent Address : Vill: Hetashi, P.O: Hatirdia P.S: Monohardi,  
Dist:Narsingdi.  
Date of birth : January-01, 1993  
Nationality : Bangladeshi (by born).  
Religion : Islam  
Blood Group : "O+"  
Marital Status : Married  
Sex : Male

**References:**

(1) Anjan Kumar Das  
Manager (knitting)  
P.A Knit Composite Ltd.(Fabrics division)  
Vogra, Gazipur Chowrasta, Gazipur  
Contact no: 01720-509376  
Email: [anjan.pfd@groupeedisha-bd.com](mailto:anjan.pfd@groupeedisha-bd.com)

(2) Md.Mahfujur Rahman (Bachu)  
Deputy Manager (A&F).  
P.A Knit composite Ltd.  
Jamirdia, Habirbari, Valuka, Mymensingh  
Contact no: 01716068374

**Certification:**

I undersigned, certified that, above-mentioned information, provided in this CV are correct.

  
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