

MD. SIAM KHAN

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☎ 01643575478

📍 South Banasree, Dhaka



CAREER OBJECTIVE

To obtain a challenging position in a reputable organization where I can explore my capabilities and gradually develop knowledge, skills and abilities to perform duties and responsibilities.

WORK EXPERIENCE

Business Development Company

04/2025 – 09/2025

VAT Officer

- Prepare and Maintain all required VAT registers documents Including Mushak - 6.1, 6.2, 6.3, 6.2.1, 6.6
- Prepare Input-Output Coefficient (Mushak-4.3)
- Assist to submit Mushak-9.1
- Maintain accurate records of VAT

EDUCATIONAL QUALIFICATION

Master of Science (M.Sc)

- Institute : Govt. Titumir College Affiliated with University of Dhaka
- Subject : Mathematics
- Passing Year : 2023
- Result : CGPA-3.17

Bachelor of Science (B.Sc)

- Institute : Govt. Titumir College Affiliated with University of Dhaka
- Subject : Mathematics
- Passing Year : 2022
- Result : CGPA-3.50

Higher Secondary School Certificate

- Institute : Dhaka Imperial College
- Group : Science
- Passing Year : 2016
- Result : GPA-5.00
- Board : Dhaka

Secondary School Certificate

- Institute : Dhaka Eastern College
- Group : Science
- Passing Year : 2014
- Result : GPA-5.00
- Board : Dhaka

COMPUTER SKILL

Proficient in Microsoft Word, Microsoft Excel, Internet Browsing and E-mail

LANGUAGE PROFICIENCY

Bengali

Native

English

Proficient

REFERENCES

Mohammad Jahangir Hossan, *First Assistant Vice President & Head of Branch*, Bank Asia
jahangir.hossan@bankasia-bd.com, 01712013575

Shekh Nazia Jahan, *Assistant Professor*, Govt. Titumir College
addressofnazia@gmail.com, 01712544691

DECLARATION

I declare that the information provided in this form are correct, true and complete to the best of my knowledge and belief. I also promise to work hard to perform my duties properly for a successful career.


