

**RESUME
OF
MD. SAIDUR RAHMAN**

House: Payra Building (A2), Sher E Bangla
Agricultural University, Dhaka-1207, Bangladesh.
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E-mail: saidurrahman11031998@gmail.com



Career Objectives:

To utilize my qualification and skills with your glorious success and professional environment.

Professional Training:

- Successfully completed live online training titled “Excel for Accounting & Finance Professionals” organized by “Thriving Skills Limited”.

Academic Excellences:

Master of Accounting

University of Dhaka

Name of the College: Govt. Bangla College, Dhaka

Result: cGPA 2.97 (out of 4.00)

Session: 2019 - 2020

Bachelor's in Accounting

University of Dhaka

Name of the College: Govt. Bangla College, Dhaka

Result: cGPA 2.93 (out of 4.00)

Session: 2015 – 2016

Higher Secondary Certificate(HSC)

Name of the College: Dr Khandokar Mosharrof Hossain College

Group: Business Studies

Result: GPA 4.58 (out of 5.00)

Session: 2013 - 2014

Secondary School Certificate (SSC)

Name of the School: Panchgachiya Union High School

Group: Science

Result: GPA 4.38 (out of 5.00)

Session: 2011 - 2012

Working Experience

Name of the Company: Vatic Limited

Designation: Accounts Officer

Responsibilities: Accounts Maintain.

Area of Experience: 1 year 01 month

(Continuing)

Name of the Company: Mir Ceramic Ltd.

Designation: Jr. Executive (Accounts)

Responsibilities: Petty Cash Management.

Area of Experience: 1 year 2 month

Name of the Company: Aarong

Designation: Sales Associate

Responsibilities: Sales, Cash, Internal Audit, Store Management

Area of Experience: 1 years 5 month

Computer Literacy:

- Office Program (MS Word, MS Excel, MS Power Point)
- Tally ERP 9
- Email
- Outlook
- Google Drive
- Google Docs
- Google Sheet
- Operating System (Mac OS, Microsoft Windows)
- General Computer Use
- Internet Browsing
- Hardware Knowledge

Key Skills:

- Strong command over both spoken and written English and Bengali communication

Interest:

- Reading book and travelling.
- Playing Cricket
- Bike Ride
- Watching Movie
- Playing Video Game

Personal Identity:

Father's Name	: Md. Fakhrul Islam
Mother's Name	: Nilufa Yasmin
Date of Birth	: 11-03-1998
Sex	: Male
Marital Status	: Married
Religion	: Islam
Nationality	: Bangladeshi
National ID No.	: 2854147325
Blood Group	: B+
Permanent Address	: Vill.- Baluchar, Post.-Rofardiya, P.S.-Daudkandi, Dist.-Cumilla.

Md. Saidur Rahman