



Md. Al-Mamun

Finance Assistant

Contact Details:

✉ almamunm130@gmail.com

☎ 01316-831737

📍 Faridpur, Bangladesh.

Education:

Master of Business Administration in
Accounting of National University (2021),
CGPA: 3.00 out of 4.00

Bachelor of Business Administration in
Accounting of National University (2020),
CGPA: 2.94 out of 4.00

Higher Secondary Certificate in Business
Studies of Jashore Board (2016), GPA:
4.33 out of 5.00.

Secondary School Certificate in Business
Studies of Jashore Board (2014), GPA:
4.75 out of 5.00.

Skills:

Financial Analysis & Reporting
Budgeting & Forecasting
Audit Support
Accounting Software
Attention to Details & Problem Solving
Teamwork & Communication

Language proficiency:

Bangla: Excellent

English: Good

References:

1. Kazi Md. Shahidul Islam

Additional Director, Bangladesh Bank.

Mobile: 01712-055456

E-mail: kazi.samin11@gmail.com

2. Nazma Pervin

Joint Commissioner of Tax,

National Board of Revenue (NBR).

Mobile: 01718-411216

E-mail: nazmapervintax31@gmail.com

Career Summary:

Detail-oriented Finance Professional with an MBA in Accounting and 1.5 years of hands-on experience as a Finance Assistant at Transparency International Bangladesh (TIB). Skilled in financial reporting, budgeting, and accounting software. Adept at supporting audits, managing accounts, and ensuring compliance. Seeking to leverage analytical and financial expertise to contribute effectively in a finance division role.

Work Experience:

Finance Assistant (Short Term), Transparency International Bangladesh (TIB)

- Prepared and maintained financial records, including vouchers,
- Assisted in preparing monthly, quarterly, and annual financial reports.
- Supported budgeting and expense monitoring to ensure compliance with donor requirements.
- Coordinated with auditors by providing financial documentation and reconciliation support.
- Handled petty cash transactions and maintained accurate records.

Training Information:

- Course Title: Computer Office Application
- Course Duration: January-June, 2014
- Institute Name: IT Training Institute, Magura.

Personal Information:

Name : MD. AL- MAMUN

Father's Name : Abdul Zabbar Mollah

Mother's Name : Mst. Zahada Begum

Permanent Address: Village: Gobornada, Post: Balidia,
Upzilla: Mohammadpur, District: Magura.

Date of Birth : 01-01-1998

Gender : Male

Marital Status : Single

Nationality : Bangladeshi.