



Md. Irfan Mahmud

Professional Accountant

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📍 Bashundhara R/A, Dhaka.

ABOUT ME

A motivated BBA graduate in Accounting with hands-on experience in administrative operations and customer service. Skilled in MS Office tools, with strong communication abilities in both English and Bengali. Quick to learn and adaptable, I am committed to contributing effectively to organizational success.

INTERESTS

- Reading Book
- Traveling & Meeting new people
- Learning New Skills
- Exploring Technology

EXPERTISE

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Digital Marketing

COMPUTER LITERACY

- MS Word
- MS Excel
- MS Access
- MS Power Point
- MS Windows
- Internet Browsing & E-mail

EXPERIENCE

Front Desk & Billing Executive

Jan 2025 – Present

Madani Hospital Limited | 1016, Near Madani Avenue, Baridhara Natun Bazar, Dhaka

- Increased sales by 20% by implementing effective upselling and cross-selling strategies.
- Maintained up-to-date knowledge of product features and benefits to provide accurate information to clients.
- Collaborated with the marketing team to develop targeted sales materials and promotional offers.
- Provided exceptional customer service, addressing inquiries and resolving issues in a timely manner.

ACADEMIC QUALIFICATION

• Bachelor of Business Administration [B.B.A (Hon's)]

Institution : Patiya Govt. College, Chattogram

Subject : Accounting

University : National University

Year of Passing : 2022

Result : CGPA- 3.10 out of 4.00

Duration : 4 Years

• Higher Secondary Certificate (HSC)

Institution : Patiya Govt. College

Group : Business Studies

Board : Chittagong

Year of Passing: 2018

Result : GPA- 4.08 out of 5.00

• Secondary School Certificate (SSC)

Institution : Patiya Model High School

Group : Business Studies

Board : Chittagong

Year of Passing : 2016

Result : GPA- 4.39 out of 5.00

REFERENCES

Kamrun Nahar

Lecturer, Department of Accounting,
Govt. College of Commerce,
Chattogram.

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Md. Jashim Uddin

Principal of Ratanpur Moitola High
School

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