

Resume of

MD. ABDULLAH AL MAMUN

Present Address:

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CAREER OBJECTIVE

- ❖ To build up career in the field where my competency can be developed.
- ❖ To choose a career that involves challenges and opportunity for self development.
- ❖ To develop career in a private organization and large working group.
- ❖ To be hard working.
- ❖ Willing to utilize conceptual and analytical skills to pursue a long term career in any organization to convey personal gratification.

Experience:

1. Name of Organization : Take Off Overseas

Designation : Admin Executive

Job Place : Dhaka.

Duration : August 2020 to July 2023

Job Responsibilities:

1. Knowledgeable about organizing team events.
2. Documents meeting minutes for staff, manage action items.
3. Leadership support.
4. Answer phone and deliver messages timely.

2. Name of Organization : Janokollan Co-Operative Society

Designation : Accountant

Job Place : Poradaha, Harumor, Mirpur, Kushtia.

Duration : September 2023 to March 2025

Job Responsibilities:

1. Documenting financial transactions
2. Creating, Reviewing and presenting budgets.
3. Recommending financial actions by analysing accounting options.
4. Cooperating with auditors in preparing audit reports.

3. Name of Organization : Palashipara Samaj Kallayan Samity.

Designation : Assistant Manager (Cash)

Job Place Mujibnagar Branch, Mjibnagar, Meherpur.

Duration : October 2025 to December 2025

Job Responsibilities:

1. managing daily accounting operations.
- 2 supervising accounting staff, and assisting with the preparation of financial statements. reports and
- 3 Key duties include managing accounts payable and receivable, performing bank and account reconciliations.

EDUCATIONAL QUALIFICATIONS

Master of Business Administration IN MANAGEMENT (MBA)

Result : **2.88** (4.00 Scale)
Institution : Kushtia Govt. College
Group : Management
Year of Passing : 2018
Board : National University

Bachelor of Business Administration IN MANAGEMENT (BBA)

Result : **2.73** (4.00 Scale)
Institution : Kushtia Govt. College
Group : Management
Year of Passing : 2017
Board : National University

Higher Secondary Certificate (HSC)

Result : **3.60** (5.00 Scale)
Institution : ABDUR RAFET BISWAS COLLEGE
Group : BUSINESS STUDIES
Year of Passing : 2013
Board : Jashore

Secondary School Certificate (SSC)

Result : **4.06**(5.00 scale)
Institution : Chhatian Secendory School
Group : Humanities
Year of Passing : 2011
Board : Jashore

QUALIFICATIONS SUMMARY

- ☐ Proactive, strong interpersonal strength and ability to work under pressure.
- ☐ Strong communication skills in spoken and written in English.

OTHER SKILLS

- ☐ Good communication skills in English and Bengali, (Speaking, Reading and Writing)
- ☐ Capable in Teamwork, Self-motivated & Willing to take initiative
- ☐ Good interpersonal and communication skills

Interested

- ☐ Watching movies
- ☐ TV
- ☐ Bike Riding
- ☐ Games

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(MD. ABDULLAH AL MAMUN)

Date: