



MD. MUJAHID

BBA Graduate in Accounting

📍 Fatickchari, Chattogram, Bangladesh

☎ 01645094120

✉ mujahidarman107@gmail.com

🌐 <https://www.linkedin.com/in/md-mujahid-10a299206>

PROFILE SUMMARY

BBA graduate in Accounting with internship experience in banking operations, financial documentation, and compliance support at Mutual Trust Bank PLC. Skilled in financial reporting, account reconciliation and Microsoft Excel with strong knowledge of accounting procedures and business operations. Detail-oriented and adaptable with the ability to support finance and growth functions in fast-paced corporate environments.

CORE SKILLS

- Financial Reporting & Analysis
- Accounts Reconciliation
- Accounts Payable & Receivable
- Budgeting & Forecasting Support
- Financial Documentation & Record Keeping
- Compliance & Regulatory Support
- Cost & Variance Analysis
- Taxation & Auditing Concepts
- Banking Operations Support
- Problem Solving & Attention to Detail

TECHNICAL SKILLS

- Microsoft Excel (Pivot Table, VLOOKUP)
- Microsoft Word & PowerPoint
- Google Sheets
- Tally ERP (Basic Knowledge)
- QuickBooks (Basic Familiarity)
- Data Entry & Spreadsheet Management
- Basic MIS Reporting
- Internet & Email Communication

EXPERIENCE

Internship

Mutual Trust Bank PLC – CMC Branch, Chattogram
06/2025 – 09/2025

- Assisted in banking operations, account opening, and documentation
- Supported account verification, compliance checks, and regulatory processes
- Maintained accurate financial records and documentation
- Prepared reports using Microsoft Excel for internal operations
- Gained exposure to banking workflows and transaction processing

PROFESSIONAL AFFILIATIONS

- Former Member, Accounting Communication Club, University of Chittagong (2021-2022)
- Former joint secretary, Bhujpur Students Forum, University of Chittagong (2023)

EDUCATIONAL QUALIFICATION

BBA in Accounting — 2023
(Passing Year: 2025)
University of Chittagong
CGPA: 3.29 / 4.00

HSC in Business Studies — 2019
Fatikhchhari Government College
GPA: 4.25 / 5.00

SSC in Business Studies — 2017
Hasnabad Modinatul Arab High School
GPA: 4.32 / 5.00

CERTIFICATION & TRAINING

- Financial Reporting & Accounting Fundamentals (Academic)
- Microsoft Excel for Business Reporting & Financial Analysis
- Financial Modeling Fundamentals (Coursera)

REFERENCES

Mohammad Shafiur Rahman Chowdhury
Associate Professor, University of Chittagong
Phone: 01678642240
Email: shafiur@cu.ac.bd