

ASIF MAHMUD

Kelia, Dhamrai, Dhaka, 1350
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SUMMARY

To work in the development sector of reputable NGOs and international organizations in Bangladesh and grow rapidly with increasing responsibilities. To secure a challenging career and a scope to enhance my knowledge and utilize my skills toward the growth of the organization.

EXPERIENCE

Admin, Accounts & MIS Officer - 05/2025 – Present (01 Year)

Ruposhi Unnayan Sangstha, Dhamrai, Dhaka.

- Manage daily cash transactions and cashier-related activities
- Handle FDR-related tasks and financial documentation
- Maintain data entry and records using microcredit software (Swosti)
- Provide IT support and manage all branch office IT-related activities
- Perform administrative and office support duties
- Prepare and maintain organizational records and reports, etc.

Lab Executive - 10/2024 – 04/2025 (06 Months)

Pioneer Group, Hemayetpur, Savar, Dhaka.

- Core Expertise: Test follow-up, Coordination & Communication.

Jr. Lab Executive - 04/2023 – 09/2024 (1.5 Years)

Sterling Group, Ashulia, Savar, Dhaka.

- Core Expertise: Garment Testing & Quality Control.

EDUCATION

BSc in Textile Engineering (Apparel Manufacturing)

City University, Savar, Dhaka - 2023

GPA: 2.90 / 4.00

H.S.C – Science

D.H. High School and College, Dhamrai, Dhaka - 2019

GPA: 2.58 / 5.00

S.S.C – Science

D.H. High School and College, Dhamrai, Dhaka - 2017

GPA: 4.59 / 5.00

SKILLS

Computer Skills: MS Excel, Word, PowerPoint, Outlook, E-mail Writing, AI Tools Automation, Web Research, Fast Typing, Google Workspace, Product Research, Adobe Photoshop, Illustrator, Canva, Zoom.

Soft Skills: Leadership, Problem-solving, Critical Thinking, Time Management, Workflow Management, Adaptability, Branding, Effective Communication, Negotiation, Handle Pressure, Meet Tight Deadlines.

Language: Bengali (Native), English (Full Proficiency Spoken Written Both).

TRAINING

Financial Accounting

Microsoft Excel Professionals

Basics of Management

Corporate Communications

Website Design and Development

Digital Marketing

English Spoken

Institute : 10 Minute School (online)

PERSONAL INFORMATION

Full Name	:	Asif Mahmud
Father's Name	:	Abdul Khaleque
Mother's Name	:	Mokseda Akter
Present Address	:	Vill: Kelia, PO: Dhamrai, Dhaka
Permanent Address	:	Same
Date of Birth	:	23 April, 2001
Nationality	:	Bangladeshi (by birth)
Religion	:	Islam
Marital Status	:	Married

REFERENCES

Md. Babul Hossain
Executive Director,
Ruposhi Unnayan Sangstha.
Dakshinpara, Dhamrai, Dhaka.
Phone: 01901643901
Email: babulrus96@gmail.com

Md. Abu Sayeed
Chairman,
Ruposhi Unnayan Sangstha.
Dakshinpara, Dhamrai, Dhaka.
Phone: 01901643902
Email: sayeedrus@gmail.com

DISCLAIMER: I hereby declare that the above information is true and correct to the best of my knowledge.



Signature