

Resume

Of
A.S.M. MARUFUL ISLAM KHAN

**Mailing Address:**

Munshiganj Akota Tower, Holding No-83/22/73,
Notunpara, Islambag, ward No-66, Sarulia, Demra, Dhaka-1361
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CAREER OBJECTIVE:

Highly motivated MBA (AIS) and BBA (Finance) graduate seeking an entry-level accounting position. Committed to ensuring financial accuracy and leveraging analytical skills to contribute effectively to a professional team and organizational growth.

CAREER SUMMARY

Results oriented MBA Accounting & Information Systems and BBA Finance graduate offering a solid foundation in professional accounting principles. Expertly trained in financial reporting, auditing, and cost management with a strong technical command over MS Excel for data driven analysis. A proactive learner dedicated to upholding financial integrity and collaborating within diverse teams to drive organizational success.

EDUCATIONAL BACKGROUND:**Master of Business Administration (MBA)**

University : Jagannath University
Subject : Major in Accounting & Information Systems
Result : CGPA- 3.35 (out of 4)
Passing Year : 2021
Date of Result Publication : 24-01-2022

Bachelor of Business Administration (BBA)

Institute : Alhaj Mockbul Hossain Degree College
University : National University
Subject : Major in Finance
Result : CGPA- 2.88 (out of 4)
Passing Year : 2016
Date of Result Publication : 30-04-2018

Higher Secondary School Certificate (HSC)

Institute : Salimullah College
Group : Business Studies
Board : Dhaka
Result : GPA- 3.50 (out of 5.00)
Passing Year : 2012
Date of Result Publication : 18-07-2012

Secondary School Certificate (SSC)

Institute : Agrabad Govt. Colony High School
Group : Business Studies
Board : Chittagong
Result : GPA- 3.13 (out of 5.00)
Passing Year : 2010
Date of Result Publication : 15-05-2010

PERSONAL INFORMATION:

Permanent Address : Munshiganj Akota Tower, Holding No-83/22/73, Notunpara, Islambag, Word No-66, Sarulia, Demra, Dhaka-1361.
Date of Birth : 12th September, 1994
Religion : Islam
Gender : Male
Nationality : Bangladeshi (By Birth)
Blood Group : O+
National ID : 2822251175

SKILLS

- **Core Accounting & Finance:**

Accounting Software : Competent in using industry-standard software to manage accounts.
Record Keeping : Skilled in organized documentation and data management for audit readiness.
Accounting Data Entry : Proficient in maintaining accurate and systematic financial records.
Financial Reporting : Expertise in preparing and analyzing financial statements.
Financial Analysis & Calculation : Strong ability to perform complex financial computations and data-driven analysis.
Accounts & Finance : Comprehensive knowledge of general accounting principles and financial management.

COMPUTER LITERACY:

Microsoft Excel : Intermediate proficiency in financial modeling, and complex formulas for financial analysis.
Microsoft Word : Skilled in professional report writing, document formatting, and creating structured business assignments.
Microsoft PowerPoint : Proficient in designing professional presentations for financial reports and project summaries.
Communication & Internet : Experienced in professional email correspondence (Outlook) and advanced web research.

LANGUAGE PROFICIENCY:

- Bangla : Fluent in listening, speaking, reading, and writing.
- English : Good proficiency in listening, reading, and writing; average speaking skills.

References:

1. Dr. Md. Shakawat Hossain
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2. Safiuddin Bishwas
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ACKNOWLEDGEMENT

I hereby declare that the submitted information is true & authentic; I have not concealed facts or information.

Signature



A.S.M. MARUFUL ISLAM KHAN