

PROFESSIONAL EXPERIENCE

ECO-SOCIAL DEVELOPMENT ORGANIZATION (ESDO)

Assistant Branch Manager

(15-05-2024 to Till Now)

Achievement :

- ✓ Supervision
- ✓ Customer Service
- ✓ Staff Management and Development
- ✓ Team Building
- ✓ Contributing to organizational Goals
- ✓ Monthly Financial Report
- ✓ Ensuring customer satisfaction
- ✓ Loan Verification and recovery assurance

BRAC Skill Development Programme (SEIP-REHAB PROJECT)

Accountant

(05-01-2021 to 31-5-22)

Achievement :

- ✓ Cash & Bank Book
- ✓ Ledger Book
- ✓ Cheque Issue Register
- ✓ Fixed Assets
- ✓ Purchase Requisition
- ✓ Monthly Financial Report
- ✓ Vat & Tax Register

ACADEMIC QUALIFICATION

- **Appeared : MBA in Management**
 - (National University)
 - Carmichael College, Rangpur.
 - **CGPA:** Appeared
- **2018 : BBA Hon's in Management**
 - (National University)
 - Carmichael College, Rangpur.
 - **CGPA:** 2.95 out of 4
- **2013 : HSC Higher Secondary in Business Studies**
 - (Dinajpur Board)
 - Carmichael College, Rangpur.
 - **GPA:** 4.30 out of 5
- **2011 : SSC School Secondary in Business Studies**
 - (Dinajpur Board)
 - Purba Shaptana High School
 - **GPA:** 4.44 out of 5



MD.ARIF HOSSAIN

PROFILE

I am energetic person who enjoys to accept challenge and achieving career goals. My career aim is to work with in Accounting and Financial activity, I enjoy the environment and I find the work interesting and satisfying.

The opportunity to learn new skills and work with new technologies is particularly attractive to me.

CONTACT

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Email: arifhossain15r@gmail.com

Present address :

Mollika housing Road, Section-7 Mirpur,
Dhaka.

SOCIAL WORK

Transparency International Bangladesh (TIB)

- Worked TIB Project 'Building Integrity Blocks for Effective Change (BIBEC)
- Raise awareness and generate public opinion against corruption, build up and provide leadership to the anti-corruption movement at the local level.

LANGUAGE PROFICIENCY

- **Bangla**
 - **Reading Skill-** High
 - **Writing Skill-** High
 - **Speaking Skill-** High
- **English**
 - **Reading Skill-** High
 - **Writing Skill-** High
 - **Speaking Skill-** Medium

TRAINING

LICT Project under of ICT Division Topic (Digital Marketing)

- Book Cover Design
- Facebook Marketing
- Email Marketing
- Ms Word/Excell/Power point

TECHNICAL SKILLS

- Good communication skill, leadership capability and event Management
- Exhibits exceptional problem-solving skills, strong motivational, managerial skill
- Highly adept in strategic program planning, organizing and implementing.
- Proactive & enthusiastic in challenging working field
- Highly energetic, self-motivated and experienced in working under pressure.

REFERENCE

Reference-1

Md. Entajur Rahman

Principal of Sheikh Shafi Uddin

Commerce College

Mobile:0172704933

Email:entajurrahman07@gmail.com

Reference-2

Mr.Razu Islam

Operation Exc.

Vintage Emires Ltd

Mobile:01314119715

Email:razuislaminfo@gmail.com

PERSONAL DETAILS

- Father Name: Raich Uddin
- Mother Name :Aklima Begum
- Date of Birth: 01/01/1995
- NID: 9135325455

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Signature

