

MD. MITHON RANA

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SUMMARY

I am a determined and punctual professional focused on achieving organizational goals. I am committed to fostering a positive work environment and effectively managing capacity to enhance overall efficiency and effectiveness. Additionally, I am dedicated to building my career in a challenging, dynamic, and disciplined work environment while continuously enhancing my professional skills, competencies, and expertise.

EXPERIENCE

Monopoly Holdings Limited | Accounts Officer (Admin & Finance)

October 2023 - Present

173, Jannatul Ferdous Road, Faidabad, Azampur, Uttara, Dhaka-1230.

Job Responsibilities:

- ✓ Check bills/invoices for supplier payments.
- ✓ Prepare daily liquidity position reports.
- ✓ Manage monthly budget and control expenses.
- ✓ Purchase materials as needed.
- ✓ Maintain daily cash book.
- ✓ Prepare and distribute salary sheets.
- ✓ Demonstrate strong communication and negotiation skills.
- ✓ Execute work according to specifications.
- ✓ Develop daily work programs from the monthly plan and monitor progress.

EDUCATION

MBA in Management | 2022

National University of Bangladesh

Session: 2020-21

CGPA: 2.81 (Out of 4.00)

BBA in Management | 2020

National University of Bangladesh

Session: 2016-17

CGPA: 3.02 (Out of 4.00)

HSC in Business Studies | 2016

B.B High School & Collage, Pabna

GPA: 2.75 (Out of 5.00)

SSC in Science | 2014

B.B High School & Collage, Pabna

GPA: 3.44 (Out of 5.00)

TECHNICAL SKILLS

- Operating System: Windows
- Microsoft Office (Word, Excel & PowerPoint)
- TallyPrime
- Internet Browsing

INTERPERSONAL SKILLS

- Strong motivation and commitment to work
- Endurance to work long hours and under pressure
- Ability to work independently as well as in a team

LANGUAGE SKILL

- Bangla (Native): Excellent Command in reading, writing and speaking
- English : Good Command in reading, writing and speaking

PERSOTIONAL INFORMATION

- Name : Md. Mithon Rana
- Father's Name : Md. Golgar Hossain
- Mother's Name : Mst. Morjina Khatun
- Date of Birth : 11 January 1998
- Blood Group : A+
- Marital Status : Married
- Religion : Islam
- Permanent Address : Village-Betuan, Post-Betuan, Bhangura, Pabna.

REFERENCES

1st person Info:

Roksana Afrin
Assistant Teacher
Govt. Primary School.
Cell: 01754-990441

2nd person info:

Naziful Rahman Nadim
Asst. Manager Marketing & Sales
Monopoly Holdings Limited
Cell: 01781-312968

By Signing below, I certify all information is true and correct to the best of my knowledge.



Signature