

MUHAMMAD MUHTASIM NOMANY

Address: Hamja Tower, Hamjarbag Mor, Muradpur, Chittagong
Mobile: +8801400757866 | **Email:** muhtasim.nomany01@gmail.com



Detail-oriented professional with a strong foundation in Human Resource Management and Supply Chain Management, combined with practical experience in accounting and administrative support. Adept at Process coordination, and maintaining operational accuracy. Committed to contributing to organizational efficiency through a disciplined approach, problem-solving mindset, and continuous skill development in dynamic work environments.

AREAS OF EXPERTISE

- Data Accuracy & Documentation
- Billing & Expense Management
- Human Resource Operations
- Payroll & Administrative Support
- Supply Chain Coordination
- MS Office & Office Applications
- Communication & Interpersonal Skills
- Time Management & Multitasking
- Decision-Making & Problem Solving
- Community Engagement & Volunteering

PROFESSIONAL EXPERIENCE

Assistant Accountant
Nagorik Hospital, Chittagong

February 2022 – March 2023

Key Responsibilities

- Maintained and updated daily expense tracking, and journal vouchers.
- Reviewed invoices, bills, and patient claims to ensure accuracy and compliance with hospital policies.
- Processed patient billing and ensured timely submission of claims and statements with minimal discrepancies.

ACADEMIC QUALIFICATION

2022	Master of Business Administration (MBA) Human Resource Management East Delta University CGPA: 3.37 /4.00
2021	Bachelor of Business Administration (BBA) Supply Chain Management East Delta University CGPA: 3.03 /4.00
2016	Higher Secondary Certificate (HSC) Business Studies South Asian College, Chittagong GPA: 3.33 /5.00
2014	Secondary School Certificate (SSC) Science Bakolia High School, Chittagong GPA: 2.94 /5.00

TRAINING & CERTIFICATIONS

- **Professional HRM, Payroll & Basic Admin Skill**

Bijoy IT & Co., Dhaka.

Comprehensive training in human resource functions, payroll management, and core administrative procedures.

- **Certificate in Computer Office Applications**

Bangladesh-Korea Technical Training Centre.

Practical training in MS Office Suite (Word, Excel, PowerPoint), data entry, and basic IT operations.

- **Job Skill Master Certification**

New ERA Training Centre.

Focused on professional development, workplace communication, and essential job readiness skills.

EXTRACURRICULAR ACTIVITIES

- **Former Member**, EDU Social Service Club

Participated in organizing and supporting community outreach initiatives focused on education and social welfare.

- **Volunteer**, Urban Community Development Project – Chattogram City Corporation

Contributed to urban improvement efforts through community engagement, awareness campaigns, and field-level coordination.

PERSONAL INFORMATION

Father's Name: Muhammad Bokhtiar Nomany

Mother's Name: Meherun Nessa

Date of Birth: 20 November 1996

NID: 7327732777

Religion: Islam

Blood Group: B+

Permanent Address: Forok Ahmad Sowdagorer Natun Bari, Akubdandi, Iqbal Park, Boalkhali, Chattogram-4365

REFERENCES

Dr. Rashed Al Karim (Associate Professor & Associate Dean)

East Delta University, East Nasirabad, Chittagong

Mobile: +8801717660809 | **Email:** rashed@eastdelta.edu.bd

Md. Shakhawat Hossain (Relationship Officer)

BRAC Bank PLC, Chittagong

Mobile: +8801958526875 | **Email:** shakhawat3247@gmail.com