

MD. RAZAUR RAHMAN KHAN

Address: Kanaighat, Sylhet

Cell: 01737-012403 | Email: rrkhannahid@gmail.com



CAREER OBJECTIVE

To obtain a challenging position in the area of sales professional and strive for excellence with dedication, proactive approach, positive attitude and passion towards the work that will fully utilize my logical and reasoning abilities.

EMPLOYMENT HISTORY

Asst. Accounts Officer

Feb 2022 – Present

Gram Unnayan Karma (GUK) | Department: Microfinance

- Verifying NID and approved distributed loans.
- Collecting money and posting in software.
- Maintaining loan documents and savings returns.
- Recording fund transactions and budget management.
- Preparing daily outstanding and monthly AIS reports.
- Assisting branch manager in supervision.

Sales Officer

Mar 2021 – Feb 2022

Square Toiletries Limited | Department: Sales

- Product promotion and sales using strong arguments.
- Customer needs and cost-benefit analysis.
- Developing customer relationships and cold calling.
- Achieving sales targets and reporting on market trends.

ACADEMIC QUALIFICATIONS

Exam Title	Major	Institute	Result	Year
MBA	Management	Brindaban Govt. College	CGPA 3.09	2016
BBA	Management	Brindaban Govt. College	CGPA 2.93	2015
HSC	Business Studies	Chunarughat Govt. College	GPA 4.00	2011
SSC	Business Studies	Agrani High School	GPA 3.25	2009

PREVIOUS EXPERIENCE

Assistant Production Officer
Saiham Textile Mills Ltd.

Feb 2017 – Dec 2019

- Workflow organization and scheduling.
- Equipment safety and maintenance.
- Output quality control and performance reports.
- Staff training on machinery usage.

COMPUTER LITERACY

- MS Word, Excel, Powerpoint.
- Professional Email and Data Entry.

PERSONAL INFORMATION

Father: Md. Hafizur Rahman Khan | **Mother:** Must. Rehana Parvin

DOB: 2 August 1992 | **Nationality:** Bangladeshi | **Religion:** Islam

Permanent Add: Chandpore Tea Estate, Habiganj

REFERENCES

Dr. M. A. Latif
Ex. Associate Prof.
Mob: 01713-300356

Md. Jamal Hosen
Lecturer
Mob: 01712-630376

I do hereby state that the above information is authentic.

Md. Razaur Rahman Khan