

Curriculum vitae

Of

MD: BASHIR UDDIN

Cell: 01673-386336

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CAREER OBJECTIVE:

To build a challenging and rewarding career in a dynamic organization where I can utilize my skills, take on responsibilities, and contribute effectively to organizational success while developing myself professionally.

EXPERIENCE :

Organization

: **Epal Group**

Designation

: Assistant Accountant

Duration

: 15-02-2025 To Till Now

Job Responsibilities:

Maintained daily financial records and transactions. Prepared invoices, vouchers, and bills. Managed accounts payable and receivable. Performed bank reconciliation. Assisted in financial reporting and audits. Updated accounting data using software. Assisted in payroll preparation and expense verification.

Organization

: **Sayeem Furniture**

Designation

: Show Room Manager

Duration

: 01-04-2021 To 31-01-2024

Job Responsibilities:

Manage and supervise sales team activities. Maintain strong relationships with customers. Prepare sales reports and forecasts. Ensure customer satisfaction and after-sales service. Collect market feedback and report to management.

Organization

: **BioPharma LTD.**

Designation

: Sales Representative

Duration

: 05-01-2015 To 20-03-2021

Job Responsibilities:

Deliver medicines and pharmaceutical products to pharmacies, hospitals, and customers on time. Ensure all deliveries are accurate and match invoices or delivery notes. Collect payments (cash/online) and submit to the office as required. Keep records of deliveries, returns, and payments. Communicate with clients professionally and handle queries if needed. Report any delivery issues, damaged products, or shortages to the supervisor.

ACADEMIC QUALIFICATION :

Bachelor of Business Administration (BBA)

- | | |
|---------------------------------------|---|
| ☐ Institute | : Dhaka International University |
| ☐ Major | : Human Resource Management (HRM) |
| ☐ Passing Year | : 2023 |
| ☐ Result | : CGPA- 3.13 (Out of 4.00) |

Higher Secondary Certificate (H.S.C)

- | | |
|---------------------------------------|---|
| ☐ Institute | : Abdur Rashid Khan Degree College |
| ☐ Board | : Barisal |
| ☐ Group | : Business Studies |
| ☐ Result | : G.P.A-3.30 (Out of 5.00) |
| ☐ Passing Year | : 2011 |

Secondary School Certificate (S.S.C)

☐ Institute : Nowmala High School
☐ Board : Barisal
☐ Group : Business Studies.
☐ Result : G.P.A-3.19 (Out of 5.00)
☐ Passing Year 2009

LANGUAGESKILLS :

Bengali: Mother Language
English: Good command in Speaking and writing

COMPUTERSKILL :

Fundamental of Computer
Ms. Word, Ms. Excel, Ms. Power Point, Ms. Excess & Internet Browsing

PERSONALITY :

Hard working, Honesty, Sincere
Self-motivated, Self-confident, Self-conscious
Social, Adjustable, Purposive, Visionary and creative
Team Leadership, Management, Multitasking

PERSONAL PROFILE :

Certificate Name : MD. BASHIR UDDIN
Father’s Name : MD. NUR HOSSAIN BISWAS
Mother’s Name : MST. SETARA BEGUM
Date of Birth : 8th Aug 1994
Sex : Male.
Marital Status : Married
Nationality : Bangladeshi (By Birth).
Religion : Islam
Height : 5 Feet 7Inch
Weight : 60 kg
Blood Group : O+ (ve)
NID No : 5056978959
Permanent Address : Vill: Batkazol
: P.O:Nagorer Hat
: P.S: Bauphal,
: Dist: Patuakhali.
Present Address : 99/A North Goran, Khilgaon, Dhaka-1219

DECLARATION :

I declare that all information given in my application is to the best of my knowledge and belief true and correct

Md. Bashir Uddin

Date: