

Resume

of

MOHAMMAD RABIUL AWAL

Vill:koart Solakia, Post: kishoregonj

Upazila:kishoregonj Sadar, District: Kishoregonj

E-mail: mdrabiulawal993@gmail.com

Phone:01717-880414



Career Objectives:

Have the ability to lead a challenging career, to serve motivation & manage people with honesty & be energetic & sincere in my activities to achieve the organizational success.

Educational Qualification:

Degree	pass year	Result	subjects	Board
SSC	2008	3.88	Business studies	Dhaka
HSC	2010	3.20	Business studies	Dhaka
BBA(Honours)	2014	2.72	Accounting	National university
MBA(masters)	2016	2.69	Accounting	National university

Experience Detiles given below:

1. Organization name : NGO FORUM FOR PUBLIC HEALTH

Post name : Regional Accountant

Durations : Joining date : 01/08/2024 to Continue

Job place : Tangail regional Office.

2.Organization name : United group, United Trust.

: Micro Credit Darodho Bimochon prokolpho (DBP).

*** Post Name: Branch accountant.**

*** Duration : joining & Ending date 16/8/2022 To 30/07/2024.**

*** Job Period: 1 year 11 Months 15 days.**

*** Working place: Kishorganj Areas Hossainpura Branch.**

3.Organization name: Polly bKash Kendra (PBK)

*** Post Name: Branch accountant**

*** Duration : Joining & Ending date 24/01/2022 to 13/08/2022.**

*** Job Period: 6 Months 20 days.**

*** Working place: Panchruki Branch, mirjapura Branch & Hossainpur Branch.**

- 4. Organization name: United group,United Trust.**
: Micro Credit Darodho Bimochon prokolpho (DBP).
- * Post Name: Branch accountant.**
 - * Duration : joining & Ending date 01/04/2021 to 15/12/2021.**
 - * Job Period: 9 Months 15 days.**
 - * Working place: Jamalpur Malanodho upazila Jhawgora Bazar Branch**
- 5. Organization name: TMSS NGO**
- *Post Name : Accountant for computer operator .**
 - * Duration : Joining & Ending date (16/02/2019 to 30/09/2019).**
 - *Job Period: 7 Months 15 days.**
 - * Working place: Norshendhi Balabo bazar branch.**

Key Responsibilities:

- **Microfin360 Software.**
- **Tally Prime Software.**

Additional Responsibilities:

- 1.All cash transactions,**
- 2.Banking transactions,**
- 3.Cash debit Voucher,Cash credit Voucher, Journal voucher, Months end Bill Voucher.**
- 4.Daybook/Daily Collection Recovey (DCR)**
- 5. Daily cashbook .**
- 6.Paddy cashbook.**
- 7.ledger book.**
- 8.check issue & another Register.**
- 9. Monthly Report (At a Glance,Receipt & Payments Statement, Income statement)**

Computer skill:

- Basic knowledge in Microsoft Office, Windows Operating system, Excel etc.

Language Proficiency:

- Effective verbal and written communication skills in Bengali and English.

Special Qualification:

- Ability to work under extreme pressure
- Good communication skill with excellent negotiation technique & management knowledge.
- self-confident & being positive & strong interpersonal expertise.

Personal Details:

- Name : Mohammad Rabiul Awal
- Father's Name : Mohammad Abdul Jabber
- Mother's Name : Rohima Akther
- Date of Birth : 02-01-1992
- place of Birth : Kishoregonj
- Sex : Male
- Religion : Islam
- Marital status : married
- Nationality : Bangladeshi
- Blood Group : AB+
- Height : 5 Feet 4 inc
- weight : 65kg

Reference:

Name: Sumon Chandra Bala
Area Accountant, Kishoregonj Zone
(Polly bKash Kendra (pbk))
Phone: 01731-391584

Signature:

Md. Rabiul Awal

Md.Rabiul awal