

CURRICULUM VITAE

Md. Mahbubur Rahman

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Address: Sherpur Sadar, Sherpur.



PERSONAL INFORMATION:

Name : **Md. Mahbubur Rahman**
Father's Name : Joynul Abedin
Mother's Name : Mahmuda Begum
Date of Birth : 02/10/1996
NID Number : 1506957214

Blood Group : O+
Height : 5.4"
Weight : 53 Kg
Nationality : Bangladeshi
Religion : Islam
Marital Status : Unmarried
Permanent Address : Village: Herua Talukpara, Post: Herua Bazar, Sherpur Sadar, Sherpur.

CAREER OBJECTIV:

To obtain a position with opportunities to utilize my technical, branding and marketing experiences, skill, talent, creativity for the better achievement of the organization.

JOB EXPERIENCE:

Insaf Al Jahan

Position : Field Officer
Location : Dhaka, Noya polton 66/A Vip, Road Dhaka.
Duration : 03-02-2024 To continue
Achievement:

- Maintained daily financial transactions and recorded entries in accounting software.
- Prepared and managed invoices, bills and payment vouchers.
- assisted in preparing monthly and yearly financial reports.
- Handled bank reconciliation and monitored cash flow activities.
- Managed accounts payable and receivable efficiently.
- Increased the revenue of the organization.

ICT EXPERIENCE:

Operating systems : Windows98/2000/XP/7/8.1

Software Application: MS Word, Excel, power-point, Hardware

Internet Access : Browsing, E-mail checking, chatting.

HOBBIES:

Reading, playing football, Cricket etc.

EDUCATIONAL QUALIFICATION:

1. BACHELOR OF Science

University : National University

Group : B.Sc. Pass

Institute : Sherpur Govt. Collage, Sherpur [5101]

Passing Year : 2017

Result : CGPA 2.68 Out of 4

2. HIGHER SECONDARY SCHOOL CERTIFICATE

Institute : Dr.Sekandor ali College

Group : Science

Board : Dhaka

Passing Year : 2013

Result : GPA 2.10 Out of 5.00

3. SECONDARY SCHOOL CERTIFICATE

Institute : Joginimura High School

Group : Science

Board : Dhaka

Passing Year : 2011

Result : GPA 4.19 Out of 5.00

I hereby assure you that all the information supplied in this curriculum vitae is true, and if any inconsistency found then you have right to reject it.

Signature