

RESUME OF MD. NAYONNUR RAHMAN



Mailing Address:

Md. Nayonnur Rahman
Vendabari, Pirgonj, Rangpur.
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Md. Nayonnur Rahman

Career Objective:

To working in a challenging environment and built in a strong career in any reputed organization where learning, innovation and creatively are encouraged. Where my knowledge and skill can be contributed to the further development of organization and achieve growth in my professional career.

Name of the Organization : Square Toiletries Companies Ltd.

Period : 1 Years 5 Months 01 June 2017 to
01 January 2019.

Position : Sales Officer.

Location : Natore.

Department : Marketing.

Responsibilities : Order collection from shop, Giving
Daily Reports etc.

Name of the Organization : Buro Bangladesh.

Period : 2 Years 5 Months 07 March 2019 to
05 September 2021.

Position : Branch Accountant.

Location : Bogura.

Department : Microfinance

Responsibilities : Maintain daily accounts and financial
records. Record all receipts, payments, and
cash transactions. Prepare vouchers, bills, and
supporting documents. Maintain cash book
and bank book. Assist in preparing monthly
financial reports. Enter accounting data into
accounting software and MS Excel.
Reconcile bank statements and cash balances.

Name of the Organization : Stead Fast Curier Service.

Period : 5 Years 2 Months 07 March 2021 to
28 May 2026.

Position : Accounts Assistant

Location : Savar Fulbaria.

Department : Curier Service.

Responsibilities : Maintain daily financial transactions and
records. Receive and record cash payments
from customers. Reconcile cash collections and
delivery charges. Prepare and maintain vouchers,
bills, and receipts. Enter accounting data into
Excel or accounting software. Assist with bank
deposits and financial documentation. Prepare
daily, weekly, and monthly financial reports.

Job Qualification

Educational Qualifications.

M.B.S

Institute : Carmichael College. Rangpur
Subject : Accounting.
Year of the completion : 2013
Result : Second Class

B.B.S (Pass)

Institute : Sathibari College, Mithapukur, Rangpur
Subject : Business Studies
Result : Second Class
Year of the completion : 2011

H.S.C

Institute : Sathibari College, Mithapukur, Rangpur.
Board : Rajshahi
Group : Business Studies
Result : GPA 3.90 on the scale of 5.00
Passing Year : 2008

S.S.C

Institute : Mahiyerpur High School, Mithapukur,
Rangpur.
Board : Rajsahi
Group : Humanities
Result : GPA 3.94 on the scale of 5.00
Passing Year : 2006.

Apprenticeship Training

I have completed an apprenticeship training on "Computer Course" (six months) under Monoronjon Bohobashik Computer Institute .

Language Skill

Bangla: Mother tongue.
English: Proficiency in writing, speaking & listening.

Personal Information

Full Name

Md. Nayonnur Rahman

Father's Name

Md. Kafi Miah

Mother's Name

Mst. Mohoba Begum

Nationality

Bangladeshi

Religion

Islam

Date of Birth

08/05/1989

Height

5.4'

Weight

63 kg

Marital Status

Married

Sex

Male

Blood Group

B (+ve)

Present Address

Vill: Jothdilal, P/O: Vendabari, Dist: Pirgonj -Rangpur

Permanent Address

Vill: Jothdilal, P/O: Vendabari, Dist: Pirgonj -Rangpur

Date : 01-06-2026



Md. Nayonnur Rahman