

MD. SAIFUR RAHMAN

Dakshin Salondar, Sarderpara-5250, Parbatipur, Dinajpur.

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Career Objective

Completed graduation and post-graduation in Management. Equipped with skills in Communication, Microsoft office, public speaking, Team work, Management skill, Email. Eager to contribute as Junior Accountant at SHAKTI. Motivated enough to provide a high level of energy to achieve the goal of the organization. Aspiring to enhance the impact of SHAKTI's initiatives and faster sustainable development in the regions served.

Work Experience

Branch Accountant(Nov,2025-Present)Manabik Shahajaya Sangstha(MSS)

- ❖ Maintain daily accounts, ledgers, and financial records.
- ❖ Handle cash, bank transactions, and expense control.
- ❖ Prepare monthly financial reports and statements.
- ❖ Ensure compliance with company policies, VAT, tax, and audit requirements.

Academic Qualification

- ✓ **Dinajpur Govt. College (National University)**
Master of Business Administration (MBA), Major: Management.
CGPA: 2.66 (out of 4.00)
Year of Passing: 2023
- ✓ **Dinajpur Govt. College (National University)**
Bachelor of Business Administration (BBA), Major: Management.
CGPA: 2.50 (out of 4.00)
Year of Passing: 2021
- ✓ **Rangpur Cantonment Public School & College, Rangpur.**
Higher Secondary Certificate (HSC), Major: Business Studies.
GPA: 4.40 (out of 5.00)
Year of Passing: 2013
- ✓ **Cantonment Board High School, Parbatipur.**
Secondary School Certificate (SSC), Major: Science.
GPA: 4.50 (out of 5.00)
Year of Passing: 2011

Extra Curriculum Activities

General secretary (September, 2022 to September, 2023) at NSO, Dinajpur Government College.

- ❖ This is a voluntary organization.
- ❖ I was associated with this organization for eight years.
- ❖ All kinds of cultural programs of the college are organized through this organization.

- ❖ We provided relief of TK 250,000 through this organization during the 2017 floods in Dinajpur.

Member (2015-18), Dinajpur Government College, Badhon.

- ❖ Collecting Blood.
- ❖ Blood Test.

Training and Workshop

Job Readiness Training Carrier Hub by BRAC from 23 to 26 June.

- ❖ Communication.
- ❖ Public speaking.
- ❖ Presentation.

IT/Interpersonal Skills:

- ❖ Management skills.
- ❖ Communication.
- ❖ Organization skills.
- ❖ Teamwork.
- ❖ Leadership.
- ❖ Problem Solving.

Languages Proficiency:

- Medium level of writing and spoken English.

Computer Literacy:

- Microsoft Word.
- PowerPoint.

Personal Information:

Father's Name : Md. Monjurul Haque
Mother's Name : Mst. Sakila Khatun
Permanent Address : Vill: Dakshin Salondar, Post: Sardarpara-5250,
Upazila: Parbatipur, Dist: Dinajpur.
NID No : 1938229091
Date of Birth : 30/12/1995

Reference:

Hamidur Sohel
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Signature

