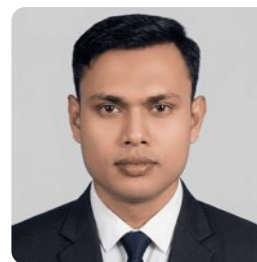


MD ANWAR HOSSAIN

VILL: PARA THAKURAKONA, POST: BANGLA, Netrakona Sadar, Netrokona

01781800905

anwarhossain5730168@gmail.com



Career Objective

To build a career in Banking or Finance by leveraging my MBA in Accounting and 2+ years of professional experience. I am a quick learner, energetic, and committed to contributing effectively to organizational growth.

Career Summary

I am an MBA & BBA graduate in Accounting with 2+ years of experience as a Junior Marketing Executive & Batch Coordinator at Udvash-Unmesh-Uttoron Education Family. I have expertise in branch management, operational coordination, and reporting. Previously, I worked as an Assistant Officer (Accounts/Store) at Transcom Distribution Company Ltd, focusing on inventory management. I am proficient in MS Excel & Word and aim to build a career in the Banking & Finance sector.

Special Qualification

Expertise in Financial Accounting, Auditing, and Inventory management. Proficient in data analysis using MS Excel. Strong leadership and communication skills with a proven ability to manage branch operations effectively.

Experience

Total Year of Experience: 2.8 yrs

1. Jr.Marketing Executive (2.2 yrs)

(02 Mar, 2024 - Continuing)

Udvash-Unmesh-Uttoron Education Family

Bangladesh

Area of Expertise

savar (2.2 yrs)

Duties/Responsibilities

Overseeing daily branch operations and coordinating academic batches for the education family. Managing administrative duties and maintaining organized session schedules. Serving as a session invigilator to ensure academic integrity and procedural compliance. Communicating with students and parents to provide operational support and resolve issues. Assisting in general administrative management to ensure smooth branch functioning.

2. Assistant Officer / Officer - Store (0.6 yrs)

(01 Feb, 2023 - 31 Aug, 2023)

TRANSCOM LTD.

Sylhet

Area of Expertise

Inventory Management (6 months)

Duties/Responsibilities

Responsible for maintaining and updating daily stock and inventory records. Managed cash and bank transactions, ensuring accurate entries in the accounting system. Prepared periodic reports on stock levels and financial reconciliations for the Ensured proper documentation and filing of invoices, vouchers, and store-related papers.management.

Academic / Education

Exam Title	Concentration/Major or	Institute	Result	Pas.Year	Duration	Achievement
Master of Business Administration (MBA)	Accounting	Govt. Netrokona College	3.11 out of 4	2021	1	Good

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Bachelor of Business Administration (BBA)	Accounting	Mohangonj govt.college,netrokona	2.62 out of 4	2020	4	Good
HSC	Business Studies	NETROKONA GOVT. COLLEGE	3.25 out of 5	2015	2	Good
SSC	Business Studies	KRISHNA GOBINDA HIGH SCHOOL	4 out of 5	2013	2	Good

Training

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer	Basic	Netrakona Technical Training Centre (TTC)	Bangladesh	Netrakona	2020	6 month

Professional Qualification

Certification	Institute	Location	From	To
Database Programme	Technical Academy		01 Jan, 2014	25 Jun, 2014

Career and Application Information

Preferred Job Category	:	Accounting/Finance, Bank/Non-Bank Fin. Institution, Education/Training
Looking For	:	Mid Level Job
Present Salary	:	Tk. 18000
Expected Salary	:	Tk. 24000
Preferred District	:	Anywhere in Bangladesh
Preferred Organization Types	:	Banks, Investment/Merchant Banking, Manufacturing (FMCG), Multinational Companies, Audit Firms /Tax Consultant, Group of Companies

Skill

Fields of Skill	Description
- Computer Literacy - Administration - Internal Auditing - Microsoft Excel - Inventory Management - Cash Management - Lead management - Database Administrator (DBA)	No description provided

Extra Curricular Activities

During my academic tenure, I actively served as a Batch Representative, where I developed strong leadership and interpersonal skills by coordinating class schedules and acting as a primary liaison between students and faculty. My commitment to community service is reflected in my participation in blood donation camps and relief distribution programs, while my involvement in inter-college cricket and football tournaments helped foster a disciplined, team-oriented mindset.

Language Proficiency

Language	Reading	Writing	Speaking
BANGLA	High	High	High
ENGLISH	High	High	Medium

Personal Details

Father's Name : Md. Delwar Hossain
Mother's Name : Hasina Akter
Date of Birth : 01 Mar, 1998
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
National Id No. : 2405175197
Religion : Islam
Blood Group : AB+
Height (Meter) : 1.68
Weight (Kg) : 62

Reference

Name	: Anisur Rahman	Name	: Md. Aklas Mia
Organization	: Udvash Unmesh Uttoron Education Family	Organization	: Bangladesh Police
Designation	: Jr.Executive Finance Account	Designation	: Constable
Mobile	: 01571415369		
Email	: anisahmed079@gmail.com		
Relation	: Relative		