



Md. Reaz Howlader



Address:

Wazirpur, Barishal



Phone:

01859970000/01822777711



Email:

riazmahmud80@gmail.com

SKILLS

MS Excel
MS Word
MS PowerPoint

Strength

- Honest and sincere to work
- Dynamic & Self Motivated
- Ambitious & Target oriented
- Hard-working & have the cope with people of all levels.

Personal Info

Name: Md. Reaz Howlader
Father's Name: Abdul Hakim Howlader
Mother's Name: Razia Begum
Date of birth: 20-10-1995
Religion: Islam
Marital Status: Unmarried
Height: 5.6"
NID NO: 8204705332

Language

- Bengali: Mother tongue.
- English: Standard Ability in Listening, Speaking, Reading, Writing

CAREER OBJECTIVE:

To build up a prominent career in the industrial field by working in a congenial environment, stable and reliable organization with challenges, sincerity where the dignity of work, freedom to express opinion excellent opportunities will be recognized and rewarded by providing job satisfaction and the working place provide potential avenues for learning.

WORKING EXPERIENCE

01. Wezen Corporation

Position : Accounts & IT Support

Department : Sales Operation

Duration : 1st January 2025 to Running

Address : Shekertek-12, Adabor, Dhaka-1207

Job responsibilities:

- Resource & Operation Management
- Leadership & Team Development
- Strategic Planning & Organizing
- Conducting one-on-one meetings.
- Reviewing project progress and adjusting plans.

02. OS Solution Limited

Position : Accounts & IT Support

Department : Accounts & Sales Operation

Duration : 1st November 2023 to 30th November 2024.

Address : 149/A, Old airport Road, Tejgaon, Dhaka-1215

Job responsibilities:

- Tracking and reporting on operational performance.
- Prepare and maintain financial statements and reports
- Track and analyze company expenses, ensuring they align with budgetary constraints. Identify areas for cost reduction and efficiency improvements, providing reports to management.
- Support month-end and year-end closing processes.
- Assist in the preparation of budgets and forecasts.
- Managed end-to-end payroll processing of employees guaranteeing timely and accurate payouts
- Processed accounts payable and receivable transactions, ensuring timely payments and collections.
- Tracking and reporting on operational performance.
- Improving programs to ensure KPIs are met.
- Provides any necessary data or reports to the respective team
- Monitor end-to-end activity to identify issues and resolution in a timely manner
- Distribution All Robi product to Sales Team & Closed Day end
- Ensure 100% compliance as per BTRC rules.

Permeant Info

Village: Dhamura, Post:
Dhamura, Thana: Wazirpur,
District: Barishal

Reference

Md Syful Islam

Regional Coordinator

Robi Axiata Ltd.

Mobile: 01833184397

islam.syful@robi.com.bd

03. Compugates Int. BD Ltd. (Channel Partner of Robi Axiata Ltd.)

Position : Executive

Department : Sales Operation

Duration : 1st May`2021 to 31st October 2022

Address : Block #A 05 Mayer Achol | House No: 1/10 Dhaka: 1207

Job responsibilities:

- Tracking and reporting on operational performance.
- Improving programs to ensure KPIs are met.
- Provides any necessary data or reports to the respective team
- Monitor end-to-end activity to identify issues and resolution in a timely manner
- Robi All Biometric device deployed by retailer & device related all problem solved.
- Sim issue to DSR or retailer in web system (STS).
- Ensure 100% compliance as per BTRC rules.

Name of Exam : **Bachelor of Business Studies (BBS)**

Institution : Dhamura Degree College

University : National University

Year of Passing : 2015

Result : Second Class

Name of Exam : **Higher Secondary School Certificate (H.S.C)**

Institution : Govt Yasin College, Faridpur.

Group : Business Studies

Year of Passing : 2012

Result : 3.50 (out of 5 scale)

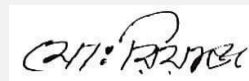
Name of Exam : **Secondary School Certificate (S.S.C)**

Institution : Dhamura Secondry School, Barishal

Group : Business Studies

Year of Passing : 2010

Result : 3.81 (out of 5 scale)



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(Md. Reaz Howlader)

Date: 18-02-2025