

Date: 12/05/2026

To

The Human Resource Department
Shakti Bhaban, Mirpur, Dhaka.

Subject: Application for the post of “Junior Accountant”.

Dear Sir/Madam,

With due respect, I would like to state that I came to know from your recruitment circular that your organization is going to recruit employees for the post of **“Junior Accountant”**. I am writing this application to express my interest in the mentioned position.

I have completed my **BBA (Accounting)** educational qualifications and I believe that I possess the necessary skills and abilities required for this job. I am sincere, hardworking, responsible, and capable of maintaining accounts and office-related activities carefully. **I also have basic computer knowledge, especially in MS Word, MS Excel, and accounting-related tasks.**

I am eager to build my career in a well-reputed organization like yours. If I am given the opportunity, I will try my best to perform my duties honestly and efficiently.

Therefore, I would be grateful if you kindly consider my application for the above-mentioned post.

Thank you for your kind consideration.

Yours faithfully



Name: Moynul Hoque

Address: Alampur, Betgonj Bazar

Sunamganj Sadar, Sunamganj.

Mobile: +8801401-052090

Email: abmoynul2001@gmail.com

**CURRICULUM VITAE
OF
MOYNUL HOQUE**

Mailing Address:

C/O: Zamilul hoque
Vill: Alampur, P.O: Betganj bazar-3000,
P.S: Sunamganj Sadar, Dist: Sunamganj.
Mobile: +88014-01052090
E-mail: abmoynul2001@gmail.com



Career Objective:

I am interested to work in a competitive but friendly environment where responsibility and commitment is appreciated. There should have the opportunity to work satisfactorily which would eventually open to a brighter future in the organization.

Personal Information

Name : Moynul Hoque
Father's Name : Zamilul hoque
Mother's Name : Farida Begum
Permanent Address : Vill: Alampur, P.O: Betganj Bazar-3000,
P.S: Sunamganj Sadar, Dist: Sunamganj.
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam
Date of Birth : 13 October 2000
Height : 5'.05"
Blood Group : O+
NID No : 915 854 6433
Current Location : Sunamganj.

Experience:

Designation	Organization	Duration
Trade Marketing Representative (TMR)	Abul Khair Tobacco Co. Ltd.	2 Years
Brand Ambassador (BA)	Japan Tobacco Co. Ltd.	1 Years

Another Experience:

Designation	Organization	Duration
গণনাকারী	National Household Database (NHD) 2018	20 Days
গণনাকারী	Agriculture Cancer (AgC) 2019	11 Days
সুপারভাইজার	জনশুমারি ও গৃহ গণনা ২০২২	7 Days

Academic Qualification

MBA (Accounting):

Institution : Sunamganj Govt Collage, Sunamganj.
Board : National University
Group/Subject : Accounting
Result : Examine

BBA (Accounting):

Institution : Sunamganj Govt Collage, Sunamganj.
Board : National University
Group/Subject : Accounting
Passing year : 2022
Result : CGPA 2.77 Out of 4.00

Higher Secondary Certificate (HSC):

Institution : Sunamganj Govt Collage, Sunamganj.
Board : Sylhet
Group : Businesses Studies
Passing year : 2017
Result : GPA 3.33 Out of 5.00

Secondary School Certificate (SSC):

Institution : Darul Huda Dakhil Madrasa, Sunamganj.
Board : Madrasa
Group : General
Passing year : 2015
Result : GPA 5.00 Out of 5.00

Language Proficiency

- English & Bangle both Reading, Writing Verbally well

Computer Skill:

- Computer office application skills & Graphics Designing. Hardware installation-windows installation, graphics card, printer, scanner, network card, sound card, hard disk devices

Job Responsibilities:

- Maintain daily financial transactions and accounting records.
- Prepare vouchers, bills, and invoices accurately.
- Assist in preparing monthly and yearly financial reports.
- Maintain cash book, ledger, and bank statements properly.
- Support budget preparation and expense monitoring.
- Verify bills and financial documents before payment.
- Use MS Excel and accounting software for data entry and reporting.



(Moynul Hoque)
Date: 12-05-2026

BANGLADESH MADRASAH EDUCATION BOARD, DHAKA.

Serial No. MBC 1466542



Registration No. : 1218632353 /2013

MBCD : 15226408

Dakhil Examination - 2015

This is to Certify that Moydul Hogue

Son / Daughter of Jamilul Hogue

and Farida Begum

of Darul Uloom Dakhil Madrasah, Sunamganj

bearing Roll Sunamganj

No. 29 16 82

duly passed the Dakhil Examination in General group and secured

G.P.A. 5.00 on a scale of 5.00.

His/Her date of birth as recorded in his/her registration card is

Thirteenth October

Two Thousand.

Dhaka

Date of Publication of Results : May 30, 2015

Deputy

Controller of Examinations

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, SYLHET BANGLADESH

Serial No. SB 1197622



Registration No. 1218632353 / 2015-16

SBCC No. 1733791620170921

HIGHER SECONDARY CERTIFICATE EXAMINATION, 2017

Group Business Studies

This is to certify that Moydul Hogue

son/daughter of Jamilul Hogue

and Farida Begum

of Sunamganj Govt. College

bearing Roll Sunamganj - 1 No. 509932 duly passed the

Higher Secondary Certificate Examination held in the month of April - May, 2017

and secured G. P. A. 3.33 in the scale of 5.00.

Date of Publication of Result : July 23, 2017

Controller of Examinations

Note: This Certificate is issued without any alteration or erasure.

NUPC 20- 0761101

National University
Bangladesh



PROVISIONAL CERTIFICATE

Bachelor of Business Administration

This is to certify that Moynul Hoque
Son/Daughter of Zamilul Hoque
and Farida Begum
of Suranganj Govt. College, Suranganj
obtained Bachelor of Business Administration (Honours) degree
in Accounting under National University in the examination
of 2022 with CGPA 2.77 out of 4.00.

National University, Bangladesh
Date of Issue: January 08, 2023

N.B. This provisional certificate must be surrendered at the time of taking delivery of original certificate.

Emkij
Controller of Examinations

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Roll No. : 2060328

Regn.No. : 17225084443

Session. : 2017-18

UNION INFORMATION & SERVICE CENTRE
KURBAN NAGAR UNION PARISHAD

P.S. SURANGANJ SADAR, DISTRICT: SURANGANJ.

Certificate in Computer Applications

This is to certify that Mr. MOYNUL HOQUE
Son of ZAMILUL HOQUE & FARIDA BEGUM
Was a student of this Centre From 1st January, 2014 To 31st March, 2014
He successfully completed the Certificate in Computer Applications.
He completed this programme for the PRDP-2 of the BRDB.
His grade is G Repeat A

RIK
Instructor

Date of Issue: 19th May, 2014.

RIK
Director

