

# MD. AKHTARUZZAMAN LOTAS



## CONTACT

- ☎ 01830582221
- ✉ mdakhtaruzzamanlotas1991@gmail.com
- 📍 Pakuria, Sector 14, Uttara, Dhaka-1230

## COMPUTER SKILLS

- MS Excel (Data Entry, Basic Reporting)
- MS Word
- PowerPoint
- CRM Systems
- Basic Accounting Software

## KEY SKILLS

- Ability to work independently and in a team
- Leadership and organizational skills
- Good communication ability
- Teamwork

## CAREER SUMMARY

To build a career in a challenging and rewarding position in a reputed organization where creativity, skill, and performance are recognized, and I can contribute effectively to organizational success

## WORK EXPERIENCE

### Outlet Officer

#### Dutch-Bangla Agent Banking

Duration: 5 Years

#### Responsibilities:

- Handled daily banking operations and customer transactions
- Provided customer service and account support
- Maintained discipline and operational workflow
- Assisted in overall branch activities

### Accounts Assistant

#### Intraco Refuelling Station Ltd.

Duration: 2 Years

#### Responsibilities:

- Maintained daily accounts and financial records
- Prepared reports and managed transactions
- Assisted in billing and cash handling
- Ensured accuracy in financial documentation

## PERSONAL INFORMATION

- Father's Name: Md. Takibul Islam
- Mother's Name: Mahamuda Begum
- Date of Birth: 10 March 1994
- Marital Status: Married
- Nationality: Bangladeshi
- Religion: Islam
- Blood Group: A+
- Permanent Address: Village: Thana Road, Nalchity, P.O: Nalchity (8420), Upazila: Nalchity, District: Jhalakathi

## LANGUAGE SKILLS

- Bengali: Fluent
- English: Good  
(Reading, Writing,  
Speaking)
- Hindi: Basic



**SIGNATURE**  
**MD. AKHTARUZZAMAN**  
**LOTAS**

## EDUCATIONAL QUALIFICATIONS

### Bachelor of Business Studies (B.B.S) – Pass Course

- Institution: Govt. Nalchity Degree College
- University: National University
- Year: 2015
- Result: Third Division

### Higher Secondary Certificate (HSC)

- Institution: Palastain Technical & Business Management College
- Group: Accounting
- Board: Technical Board Dhaka
- Year: 2012
- Result: GPA 2.85 (Out of 5.00)

### Secondary School Certificate (SSC)

- Institution: Nalchity Marchent High School
- Group: General Mechanics
- Board: Technical Board Dhaka
- Year: 2009
- Result: GPA 4.18 (Out of 5.00)

## DECLARATION

I hereby declare that all the information provided above is true and correct to the best of my knowledge.