

CURRICULUM VITAE OF

MD. MASRUR RAHMAN NAIM

House No- 162/1, New Paltan Lane,
Azimpur, Dhaka-1205

Cell : +88 01772-267620

Email : masrurrahmannaim@gmail.com



Carrier Objective :

To be a qualified professional and develop a career that would provide me an advanced opportunity to take overall responsibility.

What Makes Me Different :

I am self- motivated, diligent and ready to over stay to achieve the targets. I have set a strong organizational and interpersonal skill having a thirst to face new challenges.

Professional Background :

Experiences :

1. Duration : 06 April 2026 To be Continue
Post : **Accounts Officer**
Company : **FoxS Delivery (Courier Service)**
Location : New Market, Dhaka-1205.

Summary of Job Responsibility :

- Bill Create & Payment To The Mercent
- Calculate Vat Return 9.1 Sales & Import in Excel Sheet
- Money Receipts Prepared
- Handled customer inquiries, complaints, and follow-ups.
- Handle To The Delivery Amount Quotation

2. Duration : 06 April 2025 To 30 March 2026
Post : **Student**
Firm : **Hossain Billal & Co. (Chartered Accountants)**
Location : 12/B, Purana Paltan, Dhaka.

Summary of Job Responsibility :

- Working BOE Entry Of Excel Sheet
- Calculate Vat Return 9.1 Sales & Import in Excel Sheet
- Calculate Vat Return Local purchase
- Bank Statement Prepared & Analysis
- Find Out Of Bank Charge, Inter Bank Transaction, Inter Company Transaction
- Money Receipts Prepared
- A-Challan, E-Challan prepared
- Handled customer inquiries, complaints, and follow-ups
- Agreement Prepared Different Company

3. Duration : 01 January 2024 To 30 March 2025
Post : **Accounts Officer**
Company : **Motorcade Limited, SRK Import & Exports Ltd.**
Location : 95, Motijheel, Dhaka-1000

Summary of Job Responsibility :

- Maintaining day to day Accounts
- HNS Automobiles Ltd. (Sales & Accounts) Monitoring
- Monthly Sales Report submission
- Typing, Bill Prepared
- Rent Agreement Prepared.
- Sales Target set up and achieving.
- Maintaining Banking relationship.
- Auto loan coordination with bank.
- Costing of Goods
- Fund arrangement and disbursement
- Cash flow & Fund flow of the company

4. Duration : 01 January 2021 To July 2023
Post : **Pump Operator**
Company : **Vigor Engineering Bangladesh Ltd. (Drinkwell)**
Location : Kalabagan Water Pump, Dhaka.

Summary of Job Responsibility :

- Service Customer
- Card Payment & Card Issues
- Card Recharge Taka
- Calculate Day To Day Sales Accounts
- Achieve targeted sales as per assigned responsibility.

Highlight Skills :

- Strategic and financial planning & Accounts Expert
- Accurate forecasting
- Process implementation
- Staff leadership and development
- Business performance improvement
- Proficient in Word, Excel, Microsoft.

Professional Qualification :

- Title : Income Tax Practitioner (**ITP**)
- Institute : National Board of Revenue (**NBR**)
- Passing Year : 06 August 2025

Professional Efficiency:

- In depth understanding of accounting and Management.
- Strong interpersonal and communication Skills, Ability to work as a team leader as well as independently with minimal supervisions.
- Strong in personnel management, administrative works and also financial reporting, Capable of operating computerized system.
- Strong decision making skills, Innovative like to play with new ideas, like to work with and through people, to work efficiently and thoroughly.

Computer Training :

Title : **Ms Word, Ms Excel, Ms Powerpoint**
Institute : Institute of Information Technology, Dhaka University.
Duration : 6 Month

Computer Skill :

- Worked on windows 98/2000/xp.
- Strong knowledge on working in Ms- word, Ms- Excel, Adobe Photoshop and Illustrator.

Interest & Hobbies:

- Traveling
- Public Relations
- Reading books
- Listening to Music, Movie etc.

Language Skill:

- **Bengali:** Good command in speaking, reading and Writing.
- **English:** Good command in speaking, reading and Writing

Personal Skills :

- Good communication and interpersonal skills.
- Sincerity and honesty
- Target oriented
- Willingly work with challenge

Academic Background :

Department	MaJor	Institute	Duration	Year of Exam	Exam held in	Result
Accounting	M.B.A	Kabi Nazrul Govt. College, (Affiliated 7-College of DU)	1 Years	2023	2025	CGPA- 2.86 Out Of 4
Accounting	B.B.A	Kabi Nazrul Govt. College, (Affiliated 7-College of DU)	4 Years	2022	2023	CGPA- 2.52 Out of 4
Business Studies	H.S.C	Dhaka City College	2 Years	2018	2018	GPA- 3.75 Out of 5
Business Studies	S.S.C	Nilkhet High School	10 Years	2016	2016	GPA- 4.56 Out of 5

Personal Information :

Applicant's Name : **Md. Masrur Rahman Naim**
 Father's Name : Md. Mizanur Rahman
 Mother's Name : Fatema Begum
 Nationality : Bangladeshi
 Marital Status : Unmarried
 Gender : Male
 Date of Birth : 08 December 2000
 Birth Registration No : 2000-51358-59000-742
 National ID No. : 6912128755
 Religion : Islam
 Height : 5.2''
 Blood Group : O+
 Country : Bangladesh

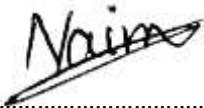
Present & Mailing Address	Permanent Address
162/1, New Paltan Lane, Azimpur, Dhaka-1205	Abdul Kobiraz Bari, Vill+Post : East Keroa P.S : Raipur, District : Lakshmipur

Solemn Declaration:

I solemnly declare that the information I have given in the C.V. Is true, complete and correct. In addition, I make this declaration conscientiously believing it to be true and knowing that it is to the same-force and effect if made under oath.

References:

- 1. Mr. Md. Billal Hossain, FCA**
Principal, Hossain Billal & Co.
Chartered Accountants
Phone : 01720-605950
- 2. Mr. Md. Abdul Majid**
SECO & Chief Teller
Nawabgonj Branch
City Bank PLC
Phone : 01719-342031
- 3. Mr. Md. Nazim Uddin**
Accounts Manager
Motorcade Limited, SRK Import & Exports Ltd.
Phone : 01743-911406



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Md. Masrur Rahman Naim