

**MD. YEASIN ARAFAT**

• 2903 Ashroy Villa (3rd Floor), Mistripara Lal Musjid • Askarabad,
Dewanhat • P.S- Doublemooring, •Chattogram – 4100.

Cell: 01861 – 977944

E-mail: yeasinar44@gmail.com

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Objective: Focused and dynamic individual seeking a entry level accounting position in a reputed organization utilizing extensive accounting experience, exceptional communication skills and highly organized and process-oriented approach to accomplish an organization's goal as well as to ensure my career growth.

Skills & Qualifications

- Excellent accounting and commercial skill;
- Strong filing and archiving skill;
- Strong analytical & problem-solving skill;
- Strong communication skill in Bengali and English
- Proficient in computer operation, MS Word, Excel, Power Point. MS Access., internet and e-communication;
- Profound ability to maintain work pressure and a flexible work schedule;
- Quick learner-quickly adjust to how things are done;
- Interpersonal and excellent communication skill;
- Strong work ethics;
- Flexible | Meticulous | "Can do" attitude | Time bound | Detail oriented | multitask ability

Professional Experience**KS Brokers Ltd.**

Progressive Tower (4th Floor), Agrabad, Chattogram

June 2023- Onward

Jr. Executive – Accounts (Warehouse)

- Preparing VAT Challan;
- Preparing VAT documentation for the tea estates
- Prepare salary sheet and pay slip
- Other ad – hoc jobs assigned by department head;

Educational Qualifications:

Certification	GPA/CGPA	Institute	Passing Year
BBS (Pass)	2.71 out of 4	Govt. Commerce College, Chattogram	2022
Diploma in Computer Science	2.35 out of 4	(IIUC) Under open University	2023
HSC (Business Studies)	2.67 out of 5	Sonapur Degree College, Noakhali	2016
SSC (Business Studies)	3.69 out of 5	Thanarhat Model High School, Noakhali	2014

Personal Details:

Father's Name : Md. Abul Kashem

Mother's Name : Vikanur Nesa

Date of Birth : August 24, 1998

Gender : Male

Marital Status : Unmarried

Nationality : Bangladeshi

National Id No. : 6473658935

Religion : Islam

Permanent Address : C/O Abul Kashem P.S: Noakhali Sadar, Vill: Subarnachar, P.O-Thana hat, Dist.-Noakhali.

Current Location : Chittagong

Reference(s):

Mr. Golam Kibria Ratul
Manager-Accounts

KS Brokers Ltd.

Progressive Tower (4th Floor), Agrabad,
Chattogram

Cell: +880 1676 515 000

Mr. Md Faisal Uddin
Warehouse In charge

KS Brokers Ltd.

Progressive Tower (4th Floor),
Agrabad, Chattogram

Cell: +880 1873 866 999