

Md. Hasibur Rahman

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Alokdia , Magura Sadar, Magura.



Summary:

I am an enterprising young professional intending to continue my development as a consultant. I approach tasks with enthusiasm, working decisively and with conviction. I have a proactive attitude and find positive ways to stimulate and engage with people.

Tech Skills:

Microsoft Office (MS Word, MS Excel, MS PowerPoint, Digital Marketing.

Professional Experiences (Total 6+ years):

**1. Executive Accounts & Finance at Home Tours & Travels
Ltd. Mohakhali DOHS-Dhaka**

2025-----

Performed the following tasks:

- ☐ Maintaining day-to-day accounting records (cash, bank, journal entries)
- ☐ Preparing vouchers and posting entries in accounting software
- ☐ Preparing monthly, quarterly, and annual financial reports.

**2. Accounts and Inventory at Dhansiri Trade International, Jalashi
Road, Raoshanagh, Panchagarh. Mob: 01701-510353**

Performed the following tasks:

- ☐ Handle inquiries and requests from customers and address their needs.
- ☐ Stay on top of accounts, making sure they receive services that are within their budget and meet their needs.
- ☐ Meet regularly with other team members to discuss progress and find new ways to improve business.

**3. Medical Promotion Officer at Opsonin Pharma
Ltd., 30, New Eskaton Road, Dhaka**

2017--2021

Performed the following tasks:

- ☐ Regular doctor visits to increase prescriptions. Exceeding assigned prescription and sales target
- ☐ through promoting products to the medical professionals.
- ☐ Maintaining liaison with Doctors or Chemists to find out the new Business opportunities to increase sales.

4. Accounts and Field Officer (Part Time) at Introvert Expert (Event Firm), Mirpur 01, Dhaka.

2014-2016

Performed the following tasks:

- ☐ Organizing the event and calculating all the funds needed to implement the event.
- ☐ Collecting and distributing bills from the bank for workers.
- ☐ Purchasing all kinds of materials for interior design and preparing a description of all work at the end of the month, and determining profit and loss.

Educational Qualification:

BBA | Finance - 2017
Bangladesh University of Business & Technology (BUBT)
CGPA: 3.01(Out of 4)

H.S.C | Commerce - 2012
Amaresh Bosu Degree College, Magura
Board: Jessore
GPA:4.80 (Out of 5)

S.S.C | Commerce - 2010
Alokdia Pukharia Secondary High School, Alokdia, Magura.
Board: Jessore
GPA:4.50 (Out of 5)

Language Proficiency:

Bengali : Native speaker.
English : Moderate in reading, writing and speaking.

Extra-Curricular Activities:

- ☐ Leadership and Teamwork Activities
- ☐ Community Service and Volunteering.
- ☐ Professional and Career-Oriented Activities

Personal Information:

Father's Name: Md. Motiar Rahman
Mother's Name: Mrs. Shirina Rahman
Permanent Address: Village: Alokdia, Thana: Magura, District: Magura.
Present Address: Village: Alokdia, Thana: Magura, District: Magura.
Date of Birth : 16 September, 1995
Blood Group : B(+) Ve
Nationality : Bangladeshi by birth,
Religion : Muslim
Marital Status : Married
Height : 5.08"

I am Md. Hasibur Rahman hereby declares that the above-furnished information is true to the best of my knowledge and belief.

Hasibur Rahman
(Md. Hasibur Rahman)