

RESUME OF MD AL-AMIN KHAN



Mailing Address:

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Banker Coloni, East Rampura, Dhaka-1219

Career Objective

To enter in a well reputed organization in a suitable position having the intention to work with honestly, sincerely and to learn event fully takes greater responsibilities and face to Challenge of the time and gain skill for successful career.

Career Summary

- More than 2 years of experience on JR. Executive (Accounts) on reputed company.
- More than 3 years of experience on SR. Executive (Accounts) & Credit Recovery on reputed company.

Job Experience

- 1. Organization** : National Development Engineers (NDE)
Position : JR. Executive (Accounts) & Store Kipper
Responsibility : Analysis Ledger Accounts & Maintenance Ledger, Maintenance Store Ledger, Maintenance Accounts And Prepared Proper Estimate Budget, Maintenance Patty Cash.
Duration : 2016-2018
- 2. Organization** : ASPOR Bangladesh
Position : SR. Executive (Accounts)
Responsibility : Maintenance Accounts And Prepared Proper Estimate Budget, Maintenance Patty Cash, Prepared salary sheet.
Duration : 2018-2020
- 3. Organization** : Digi Mark Solution
Position : SR. Executive (Accounts) & Credit Recovery
Responsibility : Maintenance Accounts, Maintenance Patty Cash, Prepared Salary Sheet, Work On Vat & Tax, Ledger Analysis & Collect Amount.
Duration : 2020- till now.

Language Proficiency

- Bangla
Excellent in Speaking, Reading, Listening and Writing.
- English
Fairly well in Speaking, Reading, Listening and Writing

Computer Skill

MS Word, MS Excel, Email, Scanning, Internet Browsing etc.

Educational Qualification

Examination	Name of Board/ Institution	Department	Passing Year	GPA/Class
MBS	National University	Management	2013	2 nd Class
BBS	National University	Management	2012	2 nd Class
HSC	Govt. Sayed Hatem Ali College	Business Studies	2008	4.60
SSC	Udayan High School	Business Studies	2006	3.88

Personal Information

Name : Md. Al-Amin Khan
Father's Name : Md. Abu Jafor Khan
Mother's Name : Razia Sultana
Permanent Address : Khan Aloy, A Wahed Sarak, 24 No. Ward,
Rupatoli Housing, Barishal Sadar, Barishal.
Date of Birth : 03-06-1991
Gender : Male
Marital Status : Married
Nationality : Bangladeshi (by birth)
Religion : Islam
Blood Group : B+

Declaration

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

Md. Al. Amin Khan

(Md. Al-Amin Khan)

Date : 17/05/2026