

Najmul Ahsan Mehedi

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**Objective:**

To leverage my academic knowledge in business management, with a specific focus on accounting and finance, into impactful contributions to an innovative organization. I aspire to grow in difficult positions in finance, auditing, or management, whilst developing my expertise and domain knowledge. I am also passionate about academia and aspire to conduct research that adds to the body of knowledge in the field of business and accounting in my years ahead.

Education

Bachelor of Business Administration in Accounting

National University, Feni Govt. College — (2017 - 2021)

CGPA: 2.90

Relevant Coursework: Financial Accounting, Management Accounting, Auditing, Business Law, Corporate Finance.

Higher Secondary Certificate (HSC)

Feni Govt. College — (2014 - 2015)

GPA: 4.42

Group: Business Studies

Secondary School Certificate (SSC)

Feni Model High School — (2012 - 2013)

GPA: 5.00 out of 5

Group: Business Studies

Professional Experience

Accountant

Beakon Hotel Management Training Institute— (Feb 2025 – Aug 2025)

- Managed daily income and expense accounts, ensuring accurate financial records.
- Prepared monthly profit and loss statements to assess financial performance.
- Handled VAT and tax file submissions in compliance with regulatory requirements.
- Facilitated student admissions and maintained student financial records.
- Oversaw due collection and ensured timely payments.
- Updated and managed student files to maintain accurate institutional records.

Digital Marketing Specialist

Freelance — (2022 - Sep 2023)

- Strategized and implemented data-driven social media campaigns, driving engagement and growth.
- Managed and optimized client campaigns with a focus on lead generation, brand awareness, and customer retention, delivering measurable results.
- Conducted detailed performance analytics using tools like Google Analytics, increasing conversion rates by 15%.

Office Automation Assistant

Razin Trading — (2015 – Jan 2025)

- Visa processing, specializing in Indian visa processing for medical, tourist, and double-entity purposes.
- Handling passport applications, including National ID (NID) and birth certificate-related tasks.
- Processing various online applications.
- Ensuring accuracy and efficiency in documentation and online services.

Skills

- **Accounting:** Financial Reporting, Budgeting, Auditing, Taxation, Financial Analysis, Management Accounting
- **Digital Marketing:** B2B Lead Generation, Social Media Management, Email Marketing, Campaign Analytics
- **Tools:** Google Analytics, Microsoft Excel, Word, PowerPoint
- **Languages:** Bengali (Native), English (IELTS Band-6)
- Proficient in visa and passport processing, including Indian visa services.
- Expertise in managing online applications and government documentation processes.
- Strong organizational and data management skills.
- Excellent communication and multitasking abilities.

Research Interests

- The relationship between digital marketing expenses and financial performance in small businesses.
- Advanced financial reporting practices in multinational corporations.

Certifications

- Bangladesh Youth Skills & Technical Training.

References

Mohammed Fakhrul Mawla

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Feni Government College
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Sharmin Jahan

Senior Officer
Sonali Bank Plc
Cell: 01672-592646
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Declaration

I hereby affirm that the details provided in this document are accurate and complete to the best of my knowledge and belief. I accept full responsibility for any inaccuracies or discrepancies that may arise in the future.

Najmul Ahsan.

Signature

Date: