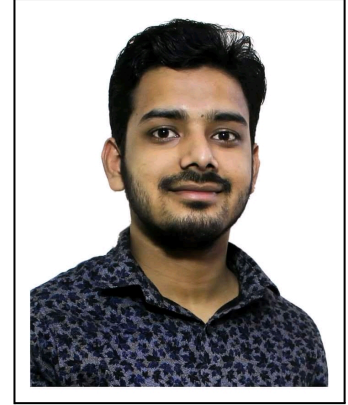


RESUME OF Md. Rasel Sardar

Cell: 01705-711355

Mail:mohammadraselsardar1999@gmail.com



CONTACT INFORMATION:

House-17, Road-01, Block-B
Section-06, Mirpur, Dhaka-1216.

CAREER OBJECTIVE:

Accounts graduate with strong knowledge in bookkeeping, ledger management, payroll processing, and basic financial reporting. Experienced in administrative and documentation tasks with the ability to maintain accurate financial records. Skilled in MS Excel, MS Word, QuickBooks, and Xero. Dedicated, detail-oriented, and capable of working independently to support organizational objectives.

ACADEMIC BACKGROUND:

Bachelor of Business Administration (BBA), Accounting
National University of Bangladesh
Govt. Rajendra College, Faridpur (2023)
CGPA: 2.60 / 4.00
Higher Secondary Certificate (HSC)
Dr. Abul Hossain College, Rajbari (2018)
GPA: 3.75 / 5.00
Secondary School Certificate (SSC)
Suraj Mohini Institute, Khankhanapur, Rajbari (2016)
GPA: 3.72 / 5.00

EXPERIENCE:

- 1.Showroom Accounts – Minister Hi-Tech Park (26th January 2026 – Present)
 - ERP Accounting & Showroom Module
 - Ledger Verification & Reconciliation
 - Installment Sales Monitoring
 - Audit & Compliance
 - Bank Reconciliation
 - JV Preparation
 - Discount & Offer Validation
 - Communication with Showroom & Customers
 - Reported any mismatch to management
- 2.Lab Assistant – CPI Polytechnic (30th May 2020 – 25th January 2026)
 - Data entry & documentation
 - Assisting teachers in lab activities
 - Maintaining equipment records and preparing reports

- Supporting administrative and academic tasks
3. Office Assistant – Rainbow Automation (10th Nov 2018 – 17th March 2020)
- Daily cash handling & record keeping
 - Managing files and documentation
 - Customer service and administrative support

SKILLS:

1. Accounting Skills: Bookkeeping, Ledger Management, Bank Reconciliation, Financial Statements, Payroll, Voucher Processing, Cashbook Management, VAT & Tax.

2. Software Skills: MS Excel, MS Word, PowerPoint, QuickBooks (Basic), Xero (Basic), DreamAppsERP++

3. Core Competencies: Analytical Thinking, Communication, Time Management, Teamwork, Problem-Solving.

Scholarships & Achievements:

Awarded Grameen Bank Scholarship twice for academic performance.

Language Proficiency:

- Bangla – Native
- English – Good (Reading, Writing & Speaking)

PERSONAL INFORMATION:

Father's Name	:	Jalil Sardar
Mother's Name	:	Nuri Begum
Permanent Address	:	Vill-Kholabaria, P.O-Khankhanapur P.S-Sadar, Dist.-Rajbari.
Date of Birth	:	20 th October, 1999
Nationality	:	Bangladeshi (By Birth)
Religion	:	Islam (Sunni)
Sex	:	Male
Marital Status	:	Married
Blood Group	:	B-(ve)

DECLARATION:

I hereby declare that the information stated above is correct and I have all the necessary documents to support the information provided.

Md. Rasel Sardar

Date :