



MOHAMMAD ABU HORAIRA

Accounts / Microfinance / Administrative Professional

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Address: Banshkata, Napitkhali, Cox's Bazar Sadar, Cox's Bazar-4702

Career Objective

Motivated Economics graduate seeking a position in Accounts, Finance, Microfinance, or Administration. Committed to applying analytical ability, computer proficiency, and strong work ethics to support organizational growth.

Academic Qualifications

- BSS (Honours) in Economics, National University — CGPA: 2.78 (2022)
- HSC, Government Hazi Mohammad Mohsin College — GPA: 3.75 (2017)
- SSC/Dakhil, Fulchari Islamia Adarsha Dakhil Madrasah — GPA: 4.75 (2015)

Professional Training

6-Month Computer Application Course
Bangladesh Technical Education Board, Dhaka

Skills

- Microsoft Word, Excel & PowerPoint
- Data Entry and Documentation
- Basic Accounting & Financial Record Keeping
- Internet & Email Communication
- Bengali (Fluent), English (Reading, Writing & Basic Speaking)
- Teamwork, Communication & Problem Solving

Personal Information

Father: Moktar Ahmad
Mother: Shaheda Begum
Date of Birth: 22 May 1995
Gender: Male
Nationality: Bangladeshi

Strengths

- Honest and Responsible
- Quick Learner
- Ability to Work Under Pressure
- Positive Attitude and Strong Work Ethics

Declaration

I hereby declare that all information stated in this CV is true and correct to the best of my knowledge and belief.

Signature

Mohammad Abu Horaira