

# Curriculum Vitae



## Contract Address:

**MD.RASEL MIA**

C/O: MD. Shukur Ali

Vill:- Boithamari,

P.O:- Gopalpur,

P.S:- Jamalpur Sadar

Dist:- Jamalpur

Cell: +8801742890173

Email:[bpmoniruzzamanrasel2@gmail.com](mailto:bpmoniruzzamanrasel2@gmail.com)

## Career Objective:

Intend to work in a challenging and competitive environment, where the dignity of work provides job satisfaction and the place of work provides potential avenues for capitalizing, growing and flourishing my insights.

## Working / Job Experience:

Working as **IT officer, Landmark Group, Dhaka.**

From 30 July 2017 End 1<sup>st</sup> July 2018

Total Year of Experience: 1Years

Working as a **Executive (Sales & Marketing) at Hua Thai Ceramics Industries Ltd.**

From 1<sup>st</sup> December 2023 to till now

## Computer Knowledge: (Six month's)

Institute : Youth Development Computer Training Institute

Office Program : MS Word, MS Excel, MS Access, Power point & Typing.

Internet : Operation of local Area Network (LAN) System.

Operating System : MS-Windows 95/98, windows 2000 and XP- windows-07 windows-8.1

## Responsibilities:

- Maintain cheque register, cheque issue, received
- Maintain cash and bank accounts.
- Assist the accounts manager, Head Office accounts and office management.
- Responsibilities for maintaining and verification of all voucher, cash-book, bank book and different ledger-book of the company, manually & software.
- Cash deposit or withdraw and other necessary banking works.
- Preparation and verification of all required financial statements as required for management from time to time and other related purposes.
- Other necessary work advised by the management.

## Skills & Strength:

### Skills

- Strong accounting system capability.
- Strong negotiation capability.
- Strong at contract management.

### Strength

- Honest, Dedicated and Responsible
- Strong analytical ability
- Result oriented.

**Educational Attainments:****Masters of Social Science**

Institute : Govt. Ashek Mahmud College, Jamalpur  
 Discipline : Political Science  
 Result : 2.52 Out of 4.00  
 Year of Passing : 2021  
 Board : National University

**Bachelor of Arts (Pass)**

Institute : Jhowla Gopalpur College, Jamalpur  
 Discipline : Political Science (B.A)  
 Result : 3.11 Out of 4.00  
 Year of Passing : 2017  
 Board : National University

**Higher Secondary certificate:**

Institute : Jhowla Gopalpur College, Jamalpur  
 Discipline : Business Studies.  
 Result : 2.80 Out of 5.00  
 Year of Passing : 2014  
 Board : Dhaka

**Secondary School certificate:**

Institute : Varuakhali M N A High School  
 Discipline : Business Studies.  
 Result : 3.69 Out of 5.00  
 Year of Passing : 2012  
 Board : Dhaka

**Language Proficiency:**

| Language | Speaking  | Reading   | Writing   | Understanding |
|----------|-----------|-----------|-----------|---------------|
| Bengali  | excellent | excellent | excellent | excellent     |
| English  | medium    | excellent | medium    | medium        |

**Personal Information:**

Name : Md Rasel Mia  
 Father's Name : Md. Shukur Ali  
 Mother's Name : Mst. Rabeya Begum  
 Date of Birth : 20 May 1995  
 Nationality : Bangladeshi (by birth)  
 Religion : Islam  
 Marital Status : Married  
 Home District : Jamalpur  
 NID No : 8653494701  
 Blood Group : O+  
 Height : 5'-6"  
 Mobile : 01742890173

**Permanent Address:**

S/O : Md. Shukur Ali  
 Village : Bolthamari  
 Post Office : Gopalpur  
 Police Station : Jamalpur Sadar  
 District : Jamalpur  
 Country : Bangladesh

  
 (Md Rasel Mia)