

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



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 1st July 2018

Total Year of Experience: 1Years

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

From 1st 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 | Strength |
|--|-----------------------------------|
| ➤ Strong accounting system capability. | Honest, Dedicated and Responsible |
| ➤ Strong negotiation capability. | Strong analytical ability |
| ➤ Strong at contract management. | 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 : Boithamari
Post Office : Gopalpur
Police Station : Jamalpur Sadar
District : Jamalpur
Country : Bangladesh


(Md Rasel Mia)