

MUHAMMAD SAIFUR RAHMAN



ABOUT ME

To leverage my expertise in financial management, budgeting, and reporting to assist in maintaining accurate accounting records, ensuring compliance with regulatory standards, and supporting the senior accounting team in achieving organizational financial goals. Seeking to contribute analytical skills, attention to detail, and knowledge of financial systems to optimize financial operations and enhance decision-making processes.



PROFESSIONAL EXPERIENCE



MIR PULP & PAPER INDUSTRIES LIMITED

Assistant Accounts Officer

Jan 2023 to Oct 2024

Chattogram, Bangladesh



SAFE IDEAL HEALTH CARE LIMITED

Assistant Manager/ Supervisor

Mar 2021 to Dec 2022

Chattogram, Bangladesh



ACADEMIC QUALIFICATIONS



Master of Business Administration

Institute: International Islamic University Chittagong

Major: Finance & Banking

CGPA: 3.91 Out of 4.00

Passing Year: 2019



Bachelor of Business Administration

Institute: International Islamic University Chittagong

Major: Finance & Banking

CGPA: 3.61 Out of 4.00

Passing Year: 2017



ACHIEVEMENTS

- Rewarded for best semester result GPA 4.00 out of 4.00 in International Islamic University Chittagong.
- Rewarded Scholarship from Student Affairs Division of International Islamic University Chittagong.



ATTRIBUTES

- Capable of working under pressure.



DECLARATION

I declare that all the information included here are true to my knowledge. If required and where applicable, this document can be supported by appropriate authentic certificates.



CONTACT



+974-71821917



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Old Al Ghanim, Doha-Qatar.

LANGUAGE

- Bengali - Fluent in speaking, reading and writing.
- English - Good in speaking, reading and writing.
- Hindi - Good in speaking

SKILLS

- Accounts payable / accounts receivable
- Invoice management
- Cash handling
- Billing and reconciliation
- Customer relations
- Data Entry
- Month-end reporting
- MS Word
- MS Excel
- MS Power Point
- Internet Browsing
- Email Management

PASSPORT DETAILS

Passport No.: A15142898

Issue Date: 4 Aug 2024

Expire Date: 3 Aug 2034