



## MOHAMMAD TANJIL HOSSAIN

### CONTACT

present Address :  
11 Shakhboot Bin Sultan St.  
Kuwaitat, Al Ain  
Abu Dhabi,UAE.

+9710561721428

tanjil9032@gmail.com

Date of Birth : March 02,1995

### OBJECTIVE

My career objective is to work for an organization that upholds the right values and vision while enabling individual to learn grow through exposure and experience. I am also interested to hold responsibility as a team member as well as an individual worker in a challenging environment interacting with people to develop my potential, add value to the organization and achieve the organization's goals.

### SKILLS

- Computer Skills :
  - I am quite efficient in MS Word, MS Excel and MS Power Point.
  - Tally ERP 9.
- Communication Skills :
  - I possess proficient communication skill including speaking, writing, and listening at following languages: Bengali, English.
- Interpersonal Skills:
  - Efficient in time management.
  - Able to work in any given working condition.
  - Adaptive to new technology and quick learner.
  - Capability to work in group and also as an individual.
  - Highly motivated towards hard work and challenging job.

### PROFESSIONAL SUMMARY

I have worked as an Assistant Accountant in Makka Madina Complex Ltd. Bangladesh from 18.07.2020 to 03.08.2022.

### EXPERIENCE

Makka Madina Complex Ltd. Bangladesh **18/07/2020 - 03/08/2022**  
Designation : Assistant Accountant  
Department : General

Job responsibility :

- Posting and processing journal entries to ensure all business transactions are recorded.
- Update financial data in databases to ensure that information will be accurate and immediately available when needed.
- Implement best practices to meet customers' needs and requirements.

### EDUCATION

Institution : Govt.Hazi Mohammad Mohsin **2019**  
College,Chattogram.

University : National University, Bangladesh  
Course : Master of Business Administration (MBA)  
Grades - **CGPA : 3.13 (In a scale of 4.00)**

Institution : Govt.City College, Chattogram. **2016**  
University : National University, Bangladesh.  
Course : Bachelor of Business Studies (BBS)  
Grades - **CGPA : 2.67 ( In a scale of 4.00)**

### REFERENCE

#### Mohammad Gulam Rasul. - Assistant Officer (General Banking)

Union Bank Ltd.  
Branch : Nanupur, Fatikchhari, Chattogram.  
golamrasul435@gmail.com | +8801843147879

#### Kamrul Ibne Hasan - Assistant Officer (General Banking)

Duch-Bangla Bank Ltd.  
Branch : Agrabad,Chattogram  
| +8801819694062

#### Mohammad Shafiul Azam - Investor in UAE.

Shafiul Azam Construction LLC  
| +971556181122

Signature:

Mohammad Tanjil Hossain