

March,2023

The head of Human Resource  
Al Fardan exchange  
United arab emirates

Subject : Application for the role of customer service associate at al fardan at exchange

Dear Sir,

In response to your job advertisements published In -Linkedin .I would like to introduce myself to you as i believe i have the Skills,qualifications and experience necessary to make significant contribution to your organization.

I have got my graduation degree(BBA) in finance since 2020.After completing my degree i was served myself as a finance and account officer for p2p Company in Bangladesh, one and half year.I have extensive experience of account payable, payroll management, journal entries,Ledger Books making etc.Apart from these,I was engaged Extra - Curricular Activities,different training and certificate programs indeed. Moreover,A brief overview of the skills,qualities,and attributes i possess are an ability to work as part of the team to achieve the company goals and project,High level of customer service and care,an honest reliable and disciplined approach to my work.

I am available for an interview at short notice and would be very much appreciated the opportunity to demonstrate to you my skills, qualities and experience and how i can help your business to continually thrive.

Yours Faithfully

Md.Yusuf

Mail : [mdyousuf.49fb@gmail.com](mailto:mdyousuf.49fb@gmail.com)

Phone : 055 330 5266




**MD. YUSUF**

Client Service – Finance

**Mailing Address**

U.A.Q,UAE.

@yusuf

	055-330-5266		<a href="mailto:mdyousuf.50fb@gmail.com">mdyousuf.50fb@gmail.com</a>		<a href="#">/md-yousuf-46589a19a</a>

**Overview**

To secure a responsible position in finance arena serve as finance Representative Sharing my depth of knowledge and Previous experience with capabilities to develop mutual employees and Employer growth and company development.

## **WORK EXPERIENCES**

### **Internship:**

**Meghna Petroleum  
Company Ltd.  
Location: Corporate  
Branch, Agrabad,  
Chittagong  
21 March 2022 - to 5<sup>th</sup>  
May 2022**

### **Job Experience**

**Officer Finance and  
Accounts  
P2P Company Ltd  
Chittagong,  
Bangladesh  
July 30, 2020 -  
December 31, 2021**

## Awards and Certifications

- ✓ Rotary youth leadership Awards - 2021.
- ✓ 1<sup>st</sup> Place Virtual Written – up Contest on world Ozone day – 2021.
- ✓ Planning administration management courses certified by Bangladesh Agriculture University (1 week program) 2020. ✓ Fundamental of digital marketing Courses Certified by Google digital garage - 2020.
- ✓ Runners-up (Rotaractors Training Camp, Graduate Training Institute, Bangladesh 2020.
- ✓ Runners-up (Naf region Debate forum rotaract club of Chittagong River shin) – 2019.
- ✓ Budget Olympiad (Certificate of Participation) – 2019. ✓ **Other Achievement:**  
GRE (Graduate Record Examination), Accredited by ETS (Education Testing Service), USA  
Score 285 out of 340

## ACADEMIC INFORMATION

### Faculty of Business Administration

University : University of Chattogram

Subject : Finance

Result : 3.14 out of 4

Passing

Year: 2020

### Higher Secondary Certificate

Institute : Cox' Bazar Govt. College

Major : Business Studies

Result : 4.33

Board : Chittagong

Passing

Year: 2015

## Extra Curricular Activities

- Vice - President(Present) rotaract Club of Chittagong aristocrat –2022
- Club service director rotaract Club of Chittagong aristocrat – 2021.
- Professional Service director (PSD) rotaract Club of Chittagong aristocrat – 2020.
- Member of Robi 10minute school English language club – 2020.
- General Member of Youth Club of Bangladesh – 2019.
- International Service Director rotaract Club of Chittagong aristocrat – 2019.

## Skills

- Advanced knowledge in MS Office Applications (MS Excel, MS Word, MS PowerPoint, MS Outlook)
- Excellent typing skill.
  - Excellent efficiency in browsing internet, searching information, emailing, and online writing.

## Reference

**Noman Bin Zahiruddin**

Chief Executive

*Talent Management*

Contact: +8801817-210350

**Hasmot Ali**

Professor

*Faculty of Business Administration*

*University of Chittagong*

Contact: +8801817750564

## Declaration

I hereby declare that the above statement is correct and complete to the best of my concern

## Secondary School Certificate

Institute :Shah Porir Dwip Hazi Bashir Ahmed High School

Major : Business Studies

Result : 4.94

Board : Chittagong

Passing

Year: 2013

## PERSONAL INFORMATION

**Name : Md. Yusuf**

Father's

Name: Md. Younus

Mother's

Name: Ayesha Khatun

Date of Birth : 26<sup>th</sup> Sep, 1997

Religion : Islam

Nationality : Bangladeshi

Place of Birth : Teknaf

Vill: Shahporidwip,

PO: Shah Porir

Permanent

Dwip-4760,

Address:

P.S: Teknaf

Dist: Cox's Bazar

Country: Bangladesh

National ID

No: 1505912772

Blood Group : B<sup>(+ve)</sup>

## Language Proficiency

*Language Reading Writing Speaking Bengali*

*Excellent Excellent Excellent English Excellent*

*Excellent Excellent*

***Interest & Hobbies:*** Interest in Social Services,

*Reading Book, Travelling, Cooking & Surfing*

*Internet.*

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Md. Yusuf

Date: