

Md.Zillur Rahaman



Willing to build up career in a challenging position and to prove my self as a quick learner and highly energetic person to face any challenge in the field of relevant subject where the contribution will be acknowledged if would be given an opportunity.

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📍 International city, Dubai, United arab Emirates room no 226

WORK HISTORY

March 2022 to Current

Accountant

Garden vape electronic cigarette trading I.I.c, Dubai, Uae

- Reconciled accounts from income and expense data to net worth and assets.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.

November 2017 to October 2019

Supervisor

Maad international , Ibrahim kalil road,misfalah,Makkah , , Saudi Arabia

- Managed daily planning of workplace operations, clearly communicating targets to staff for smooth, efficient task delivery.
- Offered instruction, coaching and motivation for enhanced team morale.
- Planned, organised and monitored resources for efficient use of labour, equipment and materials.

September 2013 to November 2013

Intern

Mutual Trust Bank Ltd, Chittagong , Bangladesh 1

- Managed cash deposits and withdrawals, conducting daily cash counts.
- Properly processed deposits, withdrawals and payments.
- Responded and assisted customers with account inquiries and update
- Launch new account
- Help customers to withdraw money from their account

SKILLS

- micro soft Office application
- Internet Browse
- **Relevant skills**
- Capable of working in a team as well as independly
- Strong communication and inter personal skills
- Able to work under pressure.

EDUCATION

2015

**Master of Business Administration
Human resource management
International Islamic University
Chittagong** , Chittagong ,
Bangladesh

September 2013

**Bachelor of Business Administration
Human resource management
International Islamic University
Chittagong** , Chittagong ,
Bangladesh

2008

**Higher Secondary School Certificate
Business study
Nazir hat college** , Chittagong ,
Bangladesh

2006

- Informing the customer about various products of the bank

Ssc Business study
Nazirhat Collegeat high school ,
Chittagong , Bangladesh