



MOHAMMAD TANJIL HOSSAIN

present Address :
11 Shakhboot Bin Sultan St.
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+971563248216
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Date of Birth : 02 March 1995
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OBJECTIVE

My career objective is to become associated with an organization where I can utilize my skills and gain further experience while enhancing the organization's productivity and reputation. 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

- ✓ Interpersonal Skills:
 - Efficient in time management.
 - 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.
 - Eager to improve myself.
 - Analytical and problem solving skills.
 - Excellent organisational skills.
 - Ability to rapidly built up relationships and setup trust.
- ✓ Computer Skills :
 - I am quite efficient in MS Word, MS Excel.
 - Tally ERP 9.

LANGUAGE

- I Possess proficient communication skill including speaking, writing, and listening at following languages :
 - English
 - Hindi
 - Urdu.
 - Bengali (native)

PROFESSIONAL SUMMARY

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

EXPERIENCE

- 18/07/2020 - 03/08/2022** **Makka Madina Complex Ltd. Bangladesh**
Designation : Junior Accountant
Department : General
Job responsibility :
- Assisting with accounts payable and accounts receivable processes, including verifying and processing invoices, maintaining vendor and customer records, and reconciling accounts.
 - Recording financial transactions and ensuring that all financial records are accurate and up-to-date.
 - Preparing bank deposits, reconciling bank statements, and managing petty cash.

EDUCATION

Institution : Govt.City College, Chattogram.
University : National University, Bangladesh.
Course : Bachelor of Business Studies (BBS)

PERSONAL INFORMATION

Father's Name : Mohammad Hossen
Nationality : Bangladeshi
Gender : Male
Marital Status. : Single
Visa Status : Employment visa
Passport No. : EL0343342
Passport Expired : 14-Feb-2028

REFERENCE

Mohammad Mizan - Managing Director
Makka Madina Complex Ltd. Bangladesh
Fatikchhari, Chattogram.
+8801819506474

Mohammad Shafiul Azam - Investor in UAE.
Shafiul Azam Construction LLC
+971556181122

CERTIFICATION

I confirm that, to the best of my knowledge and belief, all the information given on this CV is true, correct and complete.
Best Regards,
Mohammad Tanjil Hossain

Signature _____

Mohammad Tanjil Hossain