

CURRICULUM VITAE

OF

MD. SARWAR JAHAN

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Career Objective:

Like to serve in a responsible position at a well-structured organization and successfully apply acquired managerial and interpersonal skills to enhance organizational efficiencies. Express myself where dynamic & challenging attitudes are appreciated and in challenging working environment, where I can contribute my efforts for growth of my field by utilizing my creative skills.

Educational Qualification:

Exam Title	Concentration/ Major	Institute	Result	Pass. Year	Duration
M.B.A (Master's)	Accounting	N. S. Govt. College Natore.	CGPA: 3.11 Out of 4	2015	1 Year
B.B.A (Honours)	Accounting	N. S. Govt. College Natore.	CGPA: 2.67 out of 4	2014	4 years
H.S.C	Commerce	N. S. Govt. College Natore.	GPA: 3.80 out of 5	2010	2 years
S.S.C	Commerce	Birkutsha Abinash School & College.	GPA: 3.88 out of 5	2008	10 years

Computer Literacy:

Subject	Institute	From (Year)	To (Year)
M.s Word, M.s Excel. Internet, Adobe Photoshop, Multimedia etc.	Bureau of Manpower, Employment and Training (Natore Technical Training Centre, TTC)	Jan'2016	June'2016

Linguistic Capability:

- Fluent in Speaking and Writing both in English and Bengali.

Profession Skill:

- Have enough competence to handle critical work.
- Good decision maker, task scheduling.

Other Capability:

- Accounting Software--- Tally-ERP 9, Microsoft Project Professional, Excel VBA & Macros, Adobe Photoshop, Adobe Premiere Pro.

Employment Record:

From (Year)	To (Year)	Employer	Positions held
07 th August'2022	Till to Date	Development Design Consultants Ltd. (DDC), Dhaka, Bangladesh. MRT Line-5, Northern Route (MFCA)	Accountant
09 th February'2021	04 th August'2022	Development Design Consultants Ltd. (DDC), Dhaka, Bangladesh. MRT Line-5, Northern Route (MFCA)	Jr. Eng. Public Relation-1
03 rd May'2018	08 th February'2021	Development Design Consultant Ltd. (DDC), Dhaka, Bangladesh.	Manager
01 st March'2017	05 th April'2018	Shapla Gram Unnayan Sangstha, (SHAPLA).	Accountant
07 th March'2014	10 th February'2017	BISMALLA HOSPITAL, NALDANGA, NATORE.	Billing Officer

EMPLOYER 1 : Development Design Consultants Ltd., Dhaka, Bangladesh.

Working as an Accountant in MRT Line-5 Northern Route.

Project Name: Detailed Design, Tender Assistance and Construction Supervision of Dhaka Mass Rapid Transit Development Project (Line-5) Northern Route.

- ❖ Assist Administration Manager to prepare employee salary cut list.
- ❖ Assisting the admin team in various tasks.
- ❖ Checking the time sheet.
- ❖ Assisting in various tasks of car management
- ❖ Creating different formats such as Microsoft Office for various office management tasks.
- ❖ Assisting various departments in various tasks.

EMPLOYER 2 : Development Design Consultants Ltd., Dhaka, Bangladesh.

Working as a Jr. Engr. Public Relation-1 in MRT Line-5 Northern Route.

Project Name: Detailed Design, Tender Assistance and Construction Supervision of Dhaka Mass Rapid Transit Development Project (Line-5) Northern Route.

- ❖ Build relationships with Clint and Consultants.
- ❖ Build relationships with officers and employees.
- ❖ Build relationships with Public.
- ❖ Assist admin.
- ❖ Making presentations on various topics.
- ❖ Assist Various Department for various Task.

EMPLOYER 3 : Development Design Consultants Ltd., Dhaka, Bangladesh.

Working as a Manager in Development Design Consultants Ltd. (DDC) Bangladesh.

- ❖ Office maintenance work, Weekly and Monthly Progress Reports and ensured the timely dispatch to the client.
- ❖ Prepare monthly invoice, time sheet and cut list.
- ❖ Keep records all outgoing and incoming letters, maintain store stock register.
- ❖ Perform all other duties and responsibilities as assigned by the Authority from time to time.

EMPLOYER 4 : Shapla Gram Unnayan Sangstha, (SHAPLA).

Working as an Accountant in Shapla Gram Unnayan Sangstha, Rajshahi.

- ❖ Provides financial information to management by researching and analyzing accounting data; preparing reports.
- ❖ Documents financial transactions by entering account information.
- ❖ Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- ❖ Preparing Bank Reconciliation statement periodically as per practice.
- ❖ Manage and handle the ongoing communication with Auditor's office and build rapport as a single point contact.
- ❖ Maintains customer confidence and protects operations by keeping financial information confidential.

EMPLOYER 5 : Bismillah Hospital, Naldanga, Natore.

Working as a Billing Officer in Bismillah Hospital, Naldanga, Natore.

- ❖ Greet all customers with appropriate manners & courtesy.
- ❖ Identify patient correctly by name, date of birth all details.
- ❖ Inform the patient of the amount due process the transaction in appropriate manner.
- ❖ Collect the dues in cash or by credit card and guide the patients to get the service.
- ❖ Provide information to the patients regarding medical services.
- ❖ Declare all money collected from the patients & deposit the money to the authorized person.
- ❖ Keep the point of payment neat and clean.
- ❖ Listen to the patient queries, complaint and address the issue by yourself.

Personal Information:

Father's Name : MD. Khalilur Rahman
Mother's Name : Most. Aktarun Nesa
Date of Birth : 31-03-1993
Present Address : Rajuk Uttara Apartment Project, Sector-18, Uttara, Dhaka.
Permanent Address : Vill- Teghoria, P.O-Noldanga Hat, P.S: Noldanga, Dist: Natore.
Sex : Male
Nationality : Bangladeshi by Birth
Religion : Islam
Marital Status : Married
National ID No : 9150476670
Blood Group : A+ (Positive)
Height : 5'7"
Cell Phone : 01739616429
E-mail : sarowarshuvo154@gmail.com

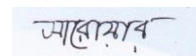
Reference:

Md. Mahbubur Rahman
Principle Officer
Agrani Bank
Poba Branch Rajshahi
Cell – 01816308104

Md. Mahtabul Alom
Sr. Officer
Janata Bank
Corporate Branch Ramna
Cell - 01711208951

Declaration:

I certify that all information stated in this curriculum vitae is true and complete to the best of my knowledge. I authorize the authority to verify information in this curriculum vitae.



Signature