



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 College, Chattogram. **2019**
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