



# MD YUSUF

Umm Al Quwain, United Arab Emirates

553305266 |

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## Objective

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To secure a responsible position in the finance arena serve as a finance Representative Sharing my depth of knowledge and Previous experience with capabilities to develop mutual employees and Employer growth and company development. I am A fast learner, possess excellent problem-solving capabilities, and manage a significant workload And have an impressive track record of achievement.

## Experience

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- Hasina Akther Project Management Service, dubai, United Arab Emirates** 10 feb, 2023 - Running  
Assistant Account
- P2P Company Ltd** January 1, 2021 - December 31, 2021  
Officer finance And Account  
Creating and processing invoices  
Cross-checking invoices with payments and expenses to ensure accuracy  
Managing a company's accounts payable and receivable  
Sending bills and invoices to clients  
Tracking organization expenses  
Processing refunds  
Working with collection agencies on overdue payments  
Communicating with clients regarding billing and payments  
Payroll Management
- Meghna Petroleum Company Ltd** 21 March, 2022 - 5th May, 2022  
Internship

## Education

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- University of Chittagong** 2020  
Bachelor's Major In finance  
3.14 Out of 4
- Cox'sbazar Govt College** 2015  
Higher Secondary Certificate - Business Studies  
4.33 Out of 5
- Hazi Bashir Ahmed High School** 2013  
Secondary School Certificate  
4.94 Out Of 5

## Achievements & Awards

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- Rotary youth leadership Awards - 2021
- 1st Place Virtual Written – Up Contest on World Ozone day – 2021.
- Planning Administration And Management Course Certified by Bangladesh Agriculture University (1 week program) 2020.
- Fundamental of Digital Marketing Courses Certificate 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.
- GRE (Graduate Record Examination), Accredited by ETS (Education Testing Service), USA Score 285 out of 340

## Extra Curricular Activities

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- 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 10 minute school English language club – 2020.
- General Member of Youth Club of Bangladesh – 2019
- International Service Director rotaract Club of Chittagong aristocrat – 2019.

## Skills

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- Microsoft Office
- Ability to work under Pressure
- Excellent Communication Skills
- Ability to multi tasking
- Adaptive and Fast Learner

## Languages

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- English - fluent
- Hindi - slight

## Interests

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- Social Services
- Reading Book
- Travelling
- Surfing Internet

## Personal Details

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- Name : : Md.Yusuf
- Father's Name : : Md.Younus
- Mother's Name : : Ayesha Khatun
- Date of birth : : 26/09/1997
- Nationality : : Bangladesh
- Marital status : : Single
- Religion : : Islam
- Passport : : A04908484
- Resident Identity Card : : 784 1997 92055560
- Gender : : Male

## Reference

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- **Dr. Mostafa Ali - University of Chittagong, Chattogram.**  
Associate Professor Department of Finance  
mostafa\_puc@hotmail.com  
+8801817708016
- **Md. Abu Bakkar Siddik - University of Chittagong,Chittagong.**  
Assistant Professor Department of Banking & Insurance  
abubakkar@cu.ac.bd  
+8801753350798

## Certification

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- I certify that all of the information stated above are true and complete to my best of my knowledge.