



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