

RESUME OF MD. KAISAR HAMID



Present Address

Mussafah M-7, Abu Dhabi,

United Arab Emirates

Cell: 052 522 6086

E-mail: kaisar011950@gmail.com

Objectives:

To pursue a challenging job in a dynamic and esteemed organization, where I will be able to perform in any kind of situation with full effort to utilize my knowledge skill, communication skill and experience for professional career development.

Academic Qualification:

TITLE : Master of Social Science (M.S.S)

University : National University

Institution : Govt. City College, Chittagong

Subject : Economics

Result : 2nd Class

Passing Year : 2013

TITLE : Bachelor of Social Science (B.S.S)

University : National University

Institution : Govt. City College, Chittagong

Subject : Economics

Result : 2nd Class

Passing Year : 2012

TITLE : Higher Secondary Certificate/Alim (Alim)

Group : General

Institution : Mazidia Islamia Alim Madrasah, Chittagong

Board : Madrasah

Result : GPA-4.00 (Out of 5.00)

Passing Year : 2008

TITLE : Secondary School Certificate/Dakhil (Dakhil)

Group : General

Institution : Mazidia Islamia Dakhil Madrasah, Chittagong

Board : Madrasah

Result : GPA-4.75 (Out of 5.00)

Passing Year : 2006

Computer Proficiency :

- Operating System: Microsoft Windows XP, Vista & Windows 7
- Office Application : MS Word, Excel, Power Point.
- Internet Ability : Browsing, Email & Other Operations.
- Language proficiency: Excellent interpersonal and communication skills both written and verbal in English & Bengali.

Valuation :

- I will try to use of my all academic & other knowledge appropriately if I get the job applied for in your organization.

Personal Information:

Full Name : Md. Kaisar Hamid
 Father's Name : Md. Abu Naser
 Mother's Name : Morsheda Begum
 Permanent Address : C/O- Hasan Member Bari, Hafezia Road,
 Mia Khan Nagar, Ward No-19, P.O.-GPO 4000,
 South Bakalia, P.S.- Bakalia, Dist.- Chittagong.
 Date of Birth : 14th December, 1990
 Marital Status : Married
 Religion : Islam
 Nationality : Bangladeshi
 Nationality ID No. : 5082944769

Employment History:

- **Company Name** : Quick Care Tyre Trading L.L.C.
- **Company Location** : Mussafah, M-11, Abu Dhabi, UAE.
- **Designation** : Accountant. (March 01, 2021 - Continuing)
- **Business Type** : Tyre .
- **Company Name** : PRAN Group. (Snacker)
- **Company Location** : PRAN Center, 105 Middle Badda, Dhaka-1212, Bangladesh.
- **Designation** : Accountant. (January 01, 2020 - February 10, 2021)
- **Territory** : Cox's Bazar Sadar.
- **Responsibility** :
 - Maintained the documentation of accounts info in system.
 - Checking and verification the fortnight sales statement of various Retailer, voucher/memo related documents, party management etc.
 - Handling the office administrative activities as required.
 - Maintained bank accounts and bank related activities.

Self Assessment :

- Excellent communication presentation skills.
- Team player who believes in knowledge Sharing and collaboration.
- Self-motivated, confident, optimistic and willing to take challenge.
- Energetic, sincere, hardworking and friendly as a person.

Reference :

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| Murshed Hossain Azad DGM (Marketing & Distribution) Bangladesh Petroleum Corporation mhazad_bpc@yahoo.com Mobile: 01713-755375 | Khadiza Begum Assistant Professor Philosophy Bakalia Sohid N.M.M.J. College, Mobile: 01924-414809 |
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Sincerely Yours


Md. Kaisar Hamid
Date: 10.11.2023