



MOHAMMAD MIZANUR RAHMAN

CONTACTS



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EDUCATION

- Master of Business Administration (MBA) from North South University (2022) in Major Marketing & Finance
- Bachelors of Business Administration (BBA) from International Islamic University, Chittagong (2020) in Finance and Banking
- Diploma in French Language
- COMPUTER SKILLS
 - Ms Word, Excel, Power Point
 - ERP Tally, STATA, Minitab, SPSS,
 - QuickBooks

PROFICIENCY:

- Financial Reporting
- Knowledge of IT Software
- Presentation
- Business Communication
- Documentation & Public Relation
- Excellent Communication
- Commendable problem solving skills

PERSONAL PROFILE

Nationality : Bangladesh

Place of Birth : Chittagong

Date of Birth : 03/10/1996

Marital Status : Single

Visa Status : Employment

LANGUAGES KNOWN:

- ❖ English
- ❖ French
- ❖ Hindi
- ❖ Bangla

Career Objectives

An organized, skilled and self-motivated graduate. Ability to be a team player and resolve problems and conflicts professionally. Have the ability to communicate complex information in a simple and entertaining manner. Want to explore the new areas in a dynamic organization by utilizing experience and knowledge for the betterment of the concern.

WORK EXPERIENCE:

AL ETIHAD COMMERCIAL BROKERS LLC (2023 - Present)

TELE-MARKETER EAXECUTIVE

- Initiating Sales with potential customers over the phone
- Asking questions to engage customers and keep the conversation going
- Gathering and documenting customer information, payment methods, purchases and reaction to products.

TRAINEE

TRADE FINANCE EXECUTIVE (REMOTE)

EURO EXIM BANK

Duration: 15 March 2023 to November 2023

- To introduce and promote bank's products to the potential customers
- To promote bank by expanding its scope e.g. opening new accounts for our customers, in the territory assigned to you or any other places to enable the clients to make swift easy and easy transfer of funds

RICO INTEGRATION CENTER

Accounts / Finance Executive

Duration : 7th October 2021 to 25 June 2022

- Manage all accounting transections
- Prepare budget forecasts, submit financial statements in time handle monthly, quarterly and annual closings reconcile accounts and receivable
- Compute all kinds of taxes and prepare tax returns/submission manage balance, ranking and oversee the implementation of their recommendation
- Reviewed post journal entries
- Assigned with audits and balance sheet reconciliation

DIGITAL MARKETR AND CUSTOMER SERVICE EXECUTIVE (INTERN)

UNITED COMMERCIAL BANK

Duration : 8th Nov. 2019 to 20th June, 2021

- Assisted more than 80 customers per day filling up different forms, regarding remittance and solving their issue
- Supported senior officers in evaluating various applications and its supporting documents
- Develop SEO strategies and provide recommendations for improvement of the site
- Manage various channels like social media networks, Google ads, website content and email marketing.

TRANING & WORKSHOP

- Digital Marketing from Udemy
- Business Analytics in Excel from Udemy
- Tally ERP 9 Software Training Program from LCBS