

MD NORUL AZAM



SUMMARY

To work in an organisation which provides me with ample opportunities to enhance my skills and knowledge along with contributing to the growth of the organisation.

Father's Name : Md Norul Alam
Mother's Name : Mino Akter
Date Of Birth : 21 August, 1993
Nationality : Bangladeshi
Driving License : Yes (Light)
NID No : 7755676074
Passport : A01812913

CONTACT



+8801829336200



mnorulazam@gmail.com



Sanaullah Ukiler Bari, North
Madarsha (4336), Hathazari,
Chattogram, Bangladesh.

SOFT SKILLS

- Active Listening
- Management Skills
- Team Work
- Critical Thinking
- Interpersonal Communication
- Problem Solving

HARD SKILLS

- Ms Office
- Internet Browsing, Email System
- Common Operating Systems
- Data Entry & Analysis
- Accounting Software

CERTIFICATION

- Spoken English from Speakers Council.
- APTIS from British Council.
- ICT Training from UITRC.
- PBM from SESIP.

LANGUAGES

Bengali

English

EXPERIENCES

Administrative Assistant (Private Company)

2015

- Provides administrative support to ensure efficient operation of office.

Assistant Teacher (High School)

2015 - 2020

- Prepare classroom equipment and instructional materials for lessons. Instruct students in proper classroom procedures and behavior.

Programme & Finance Assistant (Govt. UNDP & EU (AVCB-III) Project)

2023

- Prepare bank deposits
- Enter financial transactions into internal databases
- Check spreadsheets for accuracy
- Maintain digital and physical financial records
- Review and file payroll document

Officer (Cash) (A Reputed Shariah Based Private Bank)

2024, Jan - Present

- Receiving Cash Deposit, Cheque Payment, Transfer of all kinds of inward & outward payments.
- Ensure customer satisfaction by providing prompt services in cash department.

EDUCATION

Master's of Business Administration (MBA)

National University

2018-2019

- Department of Accounting
CGPA - (3.13/4)

Bachelor of Business Administration (BBA)

National University

2013- 2017

- Department of Accounting
CGPA - (3.07/4)

Higher Secondary Certificate (HSC)

2013

Humanities Group

GPA-(3.80/5)

SSC/DAKHIL

2010

Humanities Group

GPA-(4.63/5)