

# MD. MAHBUBUR RAHMAN CHOWDHURY

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Determined to perform a career in an organization in the area of having a career advancement opportunity with corporate environment where there are satisfactory scopes to learn, grow & achieve a significant position and assist to reach the organizations' goals with self-development by sharing the knowledge.

## Work Experience

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### **Accountant**

Green Sea International - Chattogram

September 2023 to Present

- Provide financial information to management by researching and analyzing accounting data; preparing reports.
- Document financial transactions by entering account information.
- Substantiates financial transactions by auditing documents.
- Communicate with Manager and/or Director on work status and client issues that arise.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.

### **Cashier/Sales Associate**

Bismillah Pharmacy - Chandgoan Residential Area, Road no.8

December 2022 to Present

- Worked flexible schedule and extra shifts to meet business needs.
- Welcomed customers and helped determine their needs.
- Operated cash register for cash, check, and credit card transactions with excellent accuracy levels.
- Greeted customers entering store and responded promptly to customer needs.
- Helped customers complete purchases, locate items, and join reward programs.
- Counted money in cash drawers at beginning and end of shifts to maintain accuracy.
- Assisted customers with returns, refunds and resolving transaction issues.
- Built relationships with customers to encourage repeat business.

### **Assistant Office Management**

Chattogram City School - Chattogram

February 2019 to December 2021

- Prepared and distributed team-based communications to foster collaboration and enhance team morale.
- Oversaw training and onboarding process for all newly hired employees.
- Delivered top-notch administrative support to office staff, promoting excellence in office operations.
- Created and updated records and files to maintain document compliance.

### **Assistant English Teacher**

Monir Coaching - Chattogram

January 2015 to November 2018

- Tutored students struggling with course material.
- Provided grades and progress reports to evaluate student learning needs.
- Engaged in departmental committees to develop and review policies.
- Led classroom discussions to encourage students to analyze literature critically.
- Created and administered interactive activities for students,
- Developed and implemented course materials, lecture notes and assignments.
- Participated in department and employee team meetings to discuss student performance and academic achievement.
- Collaborated with colleagues to design and maintain curriculum.
- Advised students and provided guidance on academic progress.
- Employed visual and auditory approaches to make lessons more interesting and interactive for students.

## Education

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### **Master's Degree in English Language and Literature**

National University of Bangladesh - Chattogram, Bangladesh

2016 to 2018

### **Bachelor's Degree in English Language and Literature**

National University of Bangladesh - Chattogram, Bangladesh

2013 to 2016

## Skills

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- Experience with children (3 years)
- Front desk
- Classroom experience (3 years)
- Tutoring
- Lesson planning
- Experience Working With Students
- Social Work
- Office Management
- Childcare
- Communication skills
- Early Childhood Education
- Interpersonal skill
- Basic Computer Skills
- Administrative experience (3 years)
- Cashiering (Less than 1 year)
- Cash handling (Less than 1 year)

## Languages

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- Bengali - Expert
- English - Fluent

## Certifications and Licenses

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### **World Orphans Day**

April 2017

I worked as a volunteer for Orphans to make sure of their rights.

### **Shadow Pandemic : Shedding lights on Gender Violence 2020.**

2020 to Present

I participated in this programme under AIESEC.