

Mohammed Nurul Islam

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Siraj Building, A.L.Khan Road Mohara,
Chandgaon, Chattogram.



Career Summary

With a diverse background, I have developed a strong foundation in finance. I have gained valuable experience in financial management, budgeting, and maintaining accurate financial records. My attention to detail and analytical skills have allowed me to contribute to efficient office operations and support the finance team in preparing financial reports. I am eager to continue growing in finance and contribute to the success of future organizations.

Employment History

Position : Program & Finance Assistant.
Join Date : 08 - 10 -2023
Project Name : Activating Village Courts in Bangladesh (Phase - III)
Organization Name : YPSA.

Job Responsibilities

- ❖ Assist and prepare bill vouchers for training/meetings and send them to PMU.
- ❖ Maintain Security of Project assets, equipment, and documents.
- ❖ Support to the finance personnel of the Project
- ❖ Support to purchase various logistics
- ❖ Assist with program implementation and supervision

Position : Finance & Admin Officer.
Join Date : 30 - 08 -2022
End Date : 31 - 07- 2023
Organization Name : Bright Bangladesh Forum.

Job Responsibilities

- ❖ Preparing receive, payment journal & contra Vouchers.
- ❖ Updating Cash book & Ledger book.
- ❖ Preparing monthly financial statement.
- ❖ Maintaining stock inventory.
- ❖ Maintaining Liaison with Bank and vendors etc.
- ❖ Monitoring and managing the office assets, equipment & staff.

Position : Business Development Trainer.
Project : BHA.
Join Date : 01-03-2022
End Date : 31-07-2022
Organization Name : Prottyashi.

Job Responsibilities

- ❖ Training local host communities about business.
- ❖ Utilizing assets & Capital.
- ❖ Pricing product & marketing strategy

Position : **Trainee Officer.**
Department : Marketing and Merchandising.
Join Date : 15- 03-2021
End Date : 30 -11-2021
Company name : Kurabo International Co. Ltd

Job Responsibilities

- ❖ Collect data & keep up it up to date from factory.
- ❖ Send documents, samples, and accessories via DHL.
- ❖ Enquire about production & raw materials.

Position : **Chevron Clinical Laboratory PTE Ltd.**
Department : Report Processing.
Join Date : 15-10-2011
End Date : 30-11-2020

Job Responsibilities

- ❖ Provides data.
- ❖ Performs defined tasks per documented instructions/processes.
- ❖ Reviewing the data after input in the system.

Academic Qualification

Exam Title	Concentration	Institute	Result	Passing Year	Duration
B.B. A	Finance	National University, Gazipur	CGPA: 2.70 Out of 4.0	2017	4 Years
H.S.C	Business Studies	Mern Sun College	CGPA: 4.20 Out of 5.0	2010	2 Years
S.S.C	Business Studies	A.L.Khan High School	CGPA: 4.06 Out of 5.0	2008	2 Years

Computer Literacy

Proficiency : Microsoft Word, Excel, Power Point & E-mail.
Basic : Adobe Illustrator & Photoshop.
Typing Speed : English: 36 wpm & Bengali: 15 wpm

Language Proficiency

Name	Reading	Listening	Writing	Speaking
Bengali	Native	Native	Native	Native
English	Advanced	Moderate	Advanced	Moderate
Hindi	N/A	Advance	N/A	Moderate

Reference

Md. Mohabul Haque District Manager AVCB – III, Project, YPSA. Contact No: 01710874785 Email: mohabul.ypsa@gmail.com	Imran Haider Khan Manager (Finance & Admin) Bright Bangladesh Forum Contact No.: 0160001466 Email: admin@bgirhtbangladeshforum.org
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