

# MD.BAKI BILLAH



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## CAREER OBJECTIVE

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To secure employment with a reputable company, where I can utilize my skill and business studies background to the maximum.

## EXPERIENCES

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### Udvasb

Invigilator

June 2023- July 2024

### Premium Design & Development

Accounts & Admin

December 2021- April 2022

### Udvasb

Exam Script Checker

October 2019- January 2020

### Electra International

Auditor

October 2022- January 2023

### RMR Poultry & Hatchery

Auditor

March 2022- April 2022

## EDUCATION

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### Masters of Business Administration (MBA)

Govt. Titumir College (Affiliated with University Of Dhaka)

Finance & Banking

2016-2017

CGPA-2.70

Passing Year-2017

### Bachelor of Business Administration (BBA)

Govt. Titumir College (Affiliated with University Of Dhaka)

Finance & Banking

2012-2013

CGPA-3.15

Passing Year-2016

### Higher Secondary Certificate (HSC)

Future Commerce College

Business Studies

2012

GPA-5.00

Dhaka

## LANGUAGE

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- Bangla
- English

## SKILLS

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- Effective Communication
- Customer Service
- Teamwork

## PROFESSIONAL TRAINING

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Training Name: Small Business Management Course

Institute: As-Sunnah Skill Development Institute

Duration: 3 Months

Topics Covered:

1. Practical Accounting in Excel
2. Bookkeeping and Financial Reporting
3. Microsoft Office
4. Ai Tools, ChatGPT
5. Basic Graphic Design.

## ACHIEVEMENTS

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- English Olympiad 2022 (Selected For Grand Finale)
- English Olympiad 2017 (Theatre Round)
- MR Mugda Open Body Building Champion 2016 (Placed 6<sup>th</sup>)

## PERSONAL DETAILS

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Father's Name : Md. Shamsul Karim  
Mother's Name : Khadiza Begum  
Permanent Address : Vill: Silonia, Post Office: Silonia,  
Police Station: Dagonbhuyan, Dist: Feni.  
Sex : Male  
Marital Status : Unmarried  
Religion : Islam  
Blood Group : A+  
Height : 5.5  
Date of Birth : 27 October 1995  
Nationality : Bangladeshi  
NID No : 4162915005

## VOLUNTEERING

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- Amie Bangladesh
- BD Clean

## REFERENCE

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**Tanvir Ahmed**  
Co-ordinator  
As-Sunnah Skill Development Institute  
**Contact:** 01705-729818  
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**Abdul Motaleb Mozumdar**  
Facilitator (Accounting)  
As-Sunnah Skill Development Institute  
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