

CURRICULUM VITAE



MUHAMMAD REAZUDDIN

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chaisreaz599@gmail.com

Mob. No. : +8801616-924293

Objective:

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

Academic Qualification:

LL. B (2 Years)

Institute : Prime University, Dhaka.

Result : 2.88/4.00

Passing Year : 2014.

M.B.S (Accounting)

Institute : Chandpur Govt College, Chandpur (National University)

Result : First Class

Passing Year : 2007.

B. Com Honors (Accounting)

Institute : Chandpur Govt College, Chandpur (National University)

Result : Second Class

Passing Year : 2006.

H.S.C (Business Studies)

Institute : Puran Bazar Degree College, Chandpur.

Board : Comilla.

Result : First Division

Passing Year : 2002.

S.S.C (Science)

Institute : Ghoni Model High School, Chandpur.

Board : Comilla.

Result : Second Division

Passing Year : 2000.

Computer Literacy:

- Microsoft Office Suite (Word, Excel, PowerPoint) – Expert in Microsoft Excel.
- E-mail, Networking, and Internet Operations.
- Tally (Accounting Management Software).
- QuickBooks (Accounting Software).
- Xero (Accounting Software).

Strength:

- Hard working, sincere, and eager to learn.
- Ability to take responsibility.

- Self-confidence and outstanding accounting knowledge.
- Highly organized professional with strong analytical skills.
- Able to direct people and work under pressure.

Work Experience:

- Manager at Brews & Bites, Chap Chai, Chai's (Accounts & Admin.) (March 2022 to ongoing).
- General Manager at Js Consumer & Nutri Care Ltd. (2017 to Feb,2022,5 years).
- AI Modina Pharmaceuticals Ltd. (2 years).
- Trainer of the Rich group. (2010 to 2012).
- Brac Bank (Business Executive) (1 year).
- Metlife Alico (3 years).
- 8 years of teaching experience (2003-2010).

Personal Details:

Name : Muhammad Reazuddin
Father Name : Late. Md. Mofiz Uddin Dhali
Mother's Name : Late. Mosammat Rezia Begum
Date of Birth : June 15, 1983.
Status : Married.
Blood Group : O+
Religion : Islam
Present Address : Nahar Monzil, Holding no-892, Nazirpara, chandpur.
Permanent Address : Village: Shakdi Panch Goan, Postoffice: Algi Panch Goan,
Thana & District: Chandpur.
Language : Bangla, English & Hindi
Nationality : Bangladeshi

Reference:

Md. Mahafuz Akhand
Manager (Finance & Accounts)
Sonia Group
Mobile: +8801749964819
Email: mahafuz.akhand@soniagroup.com

Muhammad Mahbubur Rahman ACA
Manager (Accounts)
Abul Khair Steel Products Ltd.
D.T Road, Pahartali, Chittagong
Mobile: +8801911-698008

Declaration:

I, hereby certify that the above information is true and correct to the best of my knowledge and conviction.

Reazuddin

Muhammad Reazuddin



Certificate

OF COMPLETION

Be it Known that the Bijoy IT & Co. Hereby Confirms that

Muhammad Reazuddin

Has completed 1(one) month long training program (Online) on

Tally Prime & Tally ERP-9

Held during 20 January-2025 to 19 February-2025
and comprehensive examination to receive certification
Holding Reg No. T21-13, Batch:21, Session 2025

20 February-2025
Certification Date


CEO, Bijoy IT & Co.

Verify the certificate @ www.bijoyit.com/result

Certificate of completion

Muhammad Reazuddin

Has successfully passed the exam and achieved:

**QuickBooks Online
Advanced Certification**

Dated: 19 January 2023



A handwritten signature in black ink, appearing to read 'MO'Sullivan'.

Michael O'Sullivan
Customer Training Manager



Xero advisor certified

Muhammad Reazuddin

This certifies that the above person has successfully completed and passed their Xero advisor certification programme.

Certification date: 16/02/2023

Expiry date: 12/12/2024

NIGEL PIPER
Executive GM - Customer Success, Xero





Rich Business System Ltd.

Certificate of Completion

This Certifies that Mr/Miss/Mrs. *Reef Uddin*
Cid No. *61089* Branch *Chandpur Head*
has Successfully Completed Trainer's Training Course.

I wish his / her every success.

Mohd. Lokman Uddin Roman
Head Of Marketing & Planning
Rich Business System Ltd.

Abu Naser Mohd. Helal
Financial Analyst & Business Promotion Manager
Rich Business System Ltd.

Engr. Mohd. Jahangir Alam
Chief Marketing Officer
Rich Business System Ltd.



NEO - TECH COMPUTERS

TRAINING & PROMOTERS CENTER

J.M. Sengupta Road, Chandpur Central Co-Operative Bank Ltd. (Ground Floor), Chandpur - 3600, Bangladesh.

Sl. No. A-91

We Build up Career.

CERTIFICATE

This is to certify that Mr./Miss/Mrs. Muhammad Reazuddin Badshah.....
Son/Daughter/Wife of Muhammad Rafiquddin Shali..... of Vill. Shakti Panch. gone. P.O. Alzi. Panch. gone......
Upa-zilla. Chandpur..... District Chandpur..... has successfully completed the following three
months course, held from 08-07-2002..... to 08-10-2002....., conducted by Neo-Tech Computers. He/She was
awarded A+..... Grade.

I wish [✓] him / her every success in life.

Certificate Course : 1. Computer Fundamental 2. MS Word 3. MS Excel
4. MS FoxPro 5. MS Access 6. MS PowerPoint 7. MS Paint 8. Project work.

[Signature]
Signature of Managing Director
(Neo-Tech Computers)

[Signature]
Signature of Director
(Neo-Tech Computers)

[Signature]
Signature of Trainer
(Neo-Tech Computers)

Serial No. 14/374

Prinze University



Provisional Certificate

This is to certify that

Muhammad Reazuddin

ID No. 123050102088 has completed all requirements for the degree of two year Bachelor of Laws in the year 2014. His cumulative grade point average (CGPA) is 2.88 in the scale of 4.00

Controller of Examinations

Administrative Building
2A/1, North East of Darussalam Road
Section-1, Mirpur, Dhaka-1216
Bangladesh

Vice-Chancellor

Date of issue 18.12.2014

Prepared by Jamal

Compared by Bultana

NATIONAL UNIVERSITY

Gazipur, Bangladesh

NUCU (07) : 07-2551-20586

Sl. No.- NUM 0174501



Roll No : 7472099.....

Regn.No: 7680435.....

Session : 2006-07.....

PROVISIONAL CERTIFICATE

Master of Business Studies

This is to certify that

Muhammad Beaxuddin

of *Chandpur Govt. College, Chandpur*

obtained the Degree of *Master of Business Studies*

in *Accounting* of this University at the Final Examination of 2007
held in *February, 2010 - April, 2010* and that he/she was
placed in the *First* class.

University Building
Gazipur, Bangladesh

Date: *November 02, 2010*

M. Azam
Controller of Examinations

N.B. This provisional certificate must be surrendered at the time of taking delivery of original certificate.

NATIONAL UNIVERSITY

Gazipur, Bangladesh

06-2501-02814

Sl. No.- NUM 0211470



Roll No. : 355034.....

Regn. No. : 444000.....

Session : 2002-03.....

PROVISIONAL CERTIFICATE

Bachelor of Commerce

This is to certify that


Muhammad Reazuddin

of *Chandpur Govt. College, Chandpur*

obtained the Degree of *Bachelor of Commerce*.....(Four Year) with Honours
in *Accounting*..... under this University in 2006 and
that he/she was placed in the *Second*..... Class.

University Building
Gazipur, Bangladesh

Date: *February 08, 2009.*


Controller of Examinations

N.B. This provisional certificate must be surrendered at the time of taking delivery of original certificate.

**BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, COMILLA
BANGLADESH.**

Serial No. **CEB 155167**

Cbch No. 08252835



Registration No. 364182/2000-2001

HIGHER SECONDARY CERTIFICATE EXAMINATION, 2002

Group Business Studies

This is to certify that Muhammad Reaz Uddin
son/daughter of Muhammad Mafiz Uddin Dhali
and Mosammot Raxia Begum
of Chandpur Puran Bazar College
bearing Roll Chandpur - 3 No 957511 duly passed the
Higher Secondary Certificate Examination held in the month of May - June, 2002.
He / She was placed in the First division.

Comilla
Date of Publication
of results, the September 18, 2002.


Deputy Controller of Examinations.

Note-This certificate is issued without any alteration or erasure.

**BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, COMILLA
BANGLADESH.**

Serial No. **CEB 069146**
Cbes No. 00026281



Registration No. 578320/1998-99

SECONDARY SCHOOL CERTIFICATE EXAMINATION, 2000

Group Science

This is to certify that Muhammad Roax Uddin
son/daughter of Muhammad Mafiz Uddin Dhali
of Gani Adarsha High School, Chandpur
bearing Roll Chandpur-1 No. 120270 duly passed the
Secondary School Certificate Examination held in the month of March, 2000 and
was placed in the Second division.

His/Her date of birth is 15/06/83 (Fifteenth June Nineteen Hundred Eighty Three)

Comilla
Date of Publication
of results, the 11 June, 2000.

Controller of Examinations.

Note-This certificate is issued without any alteration or erasure.