

# CURRICULUM VITAE

## OF

### SAKIM AHMED

#### **Mailing Address**

SAKIM AHMED  
ABC Road, Dhaka  
Cell- +88 01000000000  
E-mail: youremail@gmail.com

**Add Your Photo Here**

#### **CAREER OBJECTIVE**

I want to contribute my experience in costing department in a result oriented reputed company to flourish my career growth along with company's goals.

#### **JOB EXPERIENCE**

##### **Officer-Costing**

**From 2018 to 2021**

**Name of your company** here

#### **KEY ROLES**

Costing, Production Process Analysis, Budgeting, Variance Analysis, Cost Audit, Cost Control, Segments Performance Analysis, and MIS reporting about Costing.

#### **EDUCATIONAL QUALIFICATION**

Title	Institutes	Concern	Grade	Passing
Masters of Business Administration (MBA)	University Name	Department Name	3.50 Out of 4	Year
Bachelor of Business Administration (BBA)	University Name	Department Name	3.50 Out of 4	Year
Higher Secondary Certificate Exam (HSC)	Name your Institute	Group Name	5 Out of 5	Year
Secondary School Certificate Exam (SSC)	Name your Institute	Group Name	5 Out of 5	Year

#### **TRAINING EXPERIENCE**

I accomplished a training on "How to increase productivity and reduce cost" in 2020 under the Ministry of Industries.

#### **INTERNSHIP EXPERIENCE**

I accomplished an internship program on Corporate Governance Practices of Listed Bangladeshi Engineering Companies at ABC Company in 2018.

## PERSONAL PROJECTS

### Auditor's Performance Evaluation Report

Successfully compiled a report on critical evaluation of auditors' performance of various Steel and Re-Rolling companies located in Dhaka after collecting primary data through direct questionnaire development.

### Preparation of Project Report

Prepared a project report to propose a bank for sanctioning a loan to establish a new business unit.

## LANGUAGE & COMPUTER SKILL

Reading, writing and speaking skill both on Bengali and English languages. Good Command over Microsoft Office Management such as Microsoft Excel, PowerPoint, Words and Internet Using.

## PERSONAL INFORMATION

Name	
Father's Name	
Mother's Name	
Date of Birth	
Permanent Address	
Hight	
Marital Status	
Sex	
Religion	
Nationality	
National ID	

## REFERENCES

	REFERENCE-1	REFERENCE-2
<b>Name</b>		
<b>Organization</b>		
<b>Designation</b>		
<b>Address</b>		
<b>Cell No:</b>		

### **Attached Signature Photo**

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Signature