

MD TOUFIQ HASAN

BBA, MBA Major in Accounting, University of Rajshahi

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99/1 Pallabi Residential, Choto Bongram, Chondrima, Rajshahi - 6203



PROFILE/CAREER OBJECTIVES

Detail-oriented accounting and administrative support fresher with practical skills in Microsoft Excel and QuickBooks Online Level 1. Experienced in handling data entry, financial records, documentation, and basic accounting tasks while maintaining accuracy and confidentiality. Possesses strong organizational, communication, and teamwork abilities with a growing understanding of financial operations and office management. Seeking an entry-level position in a bank or Chartered Accountancy firm to apply analytical and administrative skills, support daily financial operations, and develop professional expertise in finance and accounting.

WORK EXPERIENCE

CO-FOUNDER | ASCEND (EDTECH STARTUP)

January 2020 – December 2023

- Co-founded an ed-tech startup focused on supporting university students through skill-building programs and professional events.
- Worked closely with cross-functional teams to improve productivity and maintain a stable, low-turnover working environment.
- Contributed to a **70% increase in sales in the first quarter** by supporting marketing initiatives and partnership efforts.
- Helped manage budgets, resources, and day-to-day operations, contributing to **300% overall revenue growth**.
- Supported recruitment and onboarding across **5 hiring cycles**, helping build a collaborative and professional team culture.
- Built partnerships with university clubs and local companies to expand outreach and promotional opportunities.
- Co-organized student development events such as “*Campus to Corporate (Seasons 1 & 2)*” and “*Power of Emotional Intelligence*”, “*Revive Your Pen*” collaborating with industry professionals and speakers.

EDUCATION

MBA – Major in Accounting and Information Systems **2025**
CGPA – **Appeared**; University of Rajshahi, Rajshahi

BBA – Major in Accounting and Information Systems **2023**
CGPA – 3.48/4.00; University of Rajshahi, Rajshahi.

HSC – Higher Secondary Certificate in Business Studies **2019**
GPA – 5.00/5.00; Rajshahi College, Rajshahi.

SSC – Secondary School Certificate in Science **2017**
GPA – 5.00/5.00; Naogaon K.D. Govt. High School, Naogaon.

SKILLS

Microsoft Excel (Data Entry, Reporting, Pivot Tables) | QuickBooks Online Certified – Level 1 | Basic Bookkeeping | Financial Data Recording | Documentation Handling | Client Communication | Administrative Support | MS Word & PowerPoint | Time Management

EXTRA-CURRICULAR ACTIVITIES

Executive Member (HR & Editorial Teams)

July 2020 – August 2021

Secondary and Intermediate Level Students' Welfare Association (SILSWA), Rajshahi University Wing

- Served on the **Human Resource Management** and **Editorial teams**, supporting member coordination and internal communication.
- Assisted in recruitment and onboarding activities to support organizational growth and team stability.
- Coordinated with team members to support seminars, workshops, and student development programs.

College Ambassador

October 2018 – December 2019

Secondary and Intermediate Level Students' Welfare Association (SILSWA)

- Represented the organization at the college level, promoting student welfare initiatives and organizational programs.

OTHER ACHIEVEMENTS & AWARDS

Winner, Startup Idea Competition (Top 30 Selected)

January 2021

Initiative by **Bangladesh Hi-Tech Park Authority (BHTPA)**.

1st Place – Business Olympiad (Team Competition)

November 2017

Organized by **ACCA**

PROFESSIONAL COURSES & TRAINING

Online Learning Platform - Coursera

- Excel Skills for Business Specialization
- Excel Skills for Business Forecasting Specialization.
- Excel Skills for Data Analytics and Visualization Specialization.
- QuickBooks Online Certification Level 1
- Introduction to Financial Statements
- Accounting and Bookkeeping Basics
- Project Management Fundamentals
- Digital Security Essentials

Offline Learning Platform

Web Design and Development (HTML, CSS, WordPress) by BHTPA

REFERENCES

Dr. Mohammad Main Uddin

Professor

Department of Accounting and Information Systems,
University of Rajshahi

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Mariaum Sultana

Principal Officer

Sonali Bank PLC

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I do hereby declare that, all the information given here is true and valid to my knowledge.

Toufiq

Md. Toufiq Hasan