

Naim Reza *Articled Student*

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📍 25/15 Sher Shah Suri Road,
Mohammadpur, Dhaka - 1207

📅 2001-12-31

🇬🇧 Bangladeshi

🔒 Unmarried

♂ Male

🌐 www.naimreza.com



Career Objective

To acquire a challenging position in a reputable organization where I would like to use my skills and knowledge to contribute to the growth and success of the company, as well as to develop my own professional skills and achieve personal growth.

Employment History

Mar 2024

4th Floor, BGIC Tower
34 Topkhana Road,
Dhaka - 1000

Associate Auditor

Mahfel Huq & Co. 🌐

- Conducted audits across diverse sectors including Banking, Insurance, IT Companies, NGO Projects
- Performed financial and compliance audits for government-funded projects (Covid-19)
- Worked on audits of government finance corporations
- Experienced in auditing cash incentives
- Reviewed the financial statements, identified discrepancies, and ensured compliance with applicable standards
- Collaborated with audit teams to deliver accurate reports within deadlines

Feb 2021 – Dec 2025

Remote job

Web Design & Development

Fiver.com/naimreza08 🌐

- Product category: WordPress and Static Website
- 43 jobs completed with 4.9 rating
- Experience working with 10% of the world's countries

Professional Qualification

Sep 2024

100 Kazi Nazrul Islam
Avenue Dhaka-1215,
Bangladesh

Chartered Accountant (CA) 🌐

Institute of Chartered Accountants of Bangladesh (ICAB)

- Completed 2 out of 7 Certificate-level subjects under the CA program
- Successfully completed 1-month Pre-Articleship Training
- Gaining practical knowledge in auditing, financial reporting, and regulatory compliance

Academic Qualification

Dec 2019 – Feb 2024

51 Siddeswari Road
(Ramna), Dhaka-1217

Bachelor of Business Administration (BBA) - Accounting & Information System

Stamford University Bangladesh 🌐

- Pursuing BBA in Accounting with a focus on financial reporting, auditing, and business analysis
- Actively participated as a volunteer in various university programs and events
- Attended multiple academic and professional training sessions organized by the university
- Gained practical exposure to communication, organizational, and leadership activities

Certificates

Interim Reporting Requirements under the Bangladesh Bank, Bank-Company External Auditing Rules-2024

- Issuer: The Institute of Chartered Accountants of Bangladesh
- Date: 2025

Filing an Income Tax Return Under New Income Tax Act & Rules 2023

- Issuer: Stamford University Bangladesh
- Date: 2023

National Skill Standard Basic Certificate Course (360 Hours)

- Issuer: Bangladesh Technical Education Board
- Date: 2017

Training Summary

2023	Advanced Excel and Data Analytics <i>Coders Trust</i> • Topics: MS Excel, MS Excel Pivot Table, Google Sheets, Google Looker Studio • Duration: 70 Hours
2023	MS PowerPoint For Beginners <i>Ghoori Learning</i> • Topics: MS PowerPoint • Duration: 1.40 Hours
2021	Web Design & Development <i>Softtech IT</i> • Topics: HTML5, CSS3, JavaScript, jQuery, WordPress • Duration: 6 Month
2017	National Skill Standard Basic Course Examination <i>Alhera Computer Training Institute</i> • Topics: Bangla Typing, MS Word, MS Excel, MS PowerPoint, Adobe Photoshop • Duration: 360 Hrs (6 Month)

Specialization

Technical Skills

- Windows 7, 8.1, 10, & 11
- Microsoft Office 2007, 2016, 2019, & 2021
- Google Sheet
- WPS Office



Web Design & Development

- WordPress
- HTML5, CSS3, jQuery, PHP, MySQL
- VPS Server



Personal Details

	Family • Father: Md. Jahangir Alom (Businessman) • Mother: Mst. Nargis Alom (Housewife)
25/15 Shar Shah Suri Road, Mohammadpur, Dhaka - 1207 (Present)	Physical Stats • Height: 1.78 Meter • Weight: 90 Kg • Blood Group: A+
403 Jhikira, Ullapara, Sirajganj - 6760 (Permanent)	Other • Passport No: A00645576 Exp. Date: 02-07-2031

- Religion: Islam

Language Proficiency

Bangla

- Reading: High
- Writing: High
- Speaking: High

English

- Reading: Medium
- Writing: Medium
- Speaking: Medium