

Syed Azmain Nabil

Village # Jogarpara, Union # Birkedar, Kahaloo, Bogura

Contact No: +8801628100531

E-mail: azmain.office@gmail.com



Career Objective

Seeking for opportunities and secure a position to contribute my skills effectively for the growth of the organization and my professional career.

Working Skills

- **Karupannya Rangpur Ltd. [Officer]**
May 10, 2025 – Present

Company Location: Rangpur.

Department: Accounts.

Duties/Responsibilities: Recording Financial Transactions Keeping track of all incoming and outgoing money, and ensuring its recorded and handled accurately. Reconciling Accounts, bank statements and ledgers. Processing accounts payable and receivable transactions. Preparing financial statements and reports. Providing documentation to support Internal and External audits. Preparing quarterly budgets under the supervision of Operational Manager. Analyzing financial statements and preparing balance sheets. Inventory Management Ensure all items of convention center are accounted for and properly recorded in software. Ensuring compliance with company policies and procedures, and financial regulations. Resolving discrepancies, Investigating and correcting discrepancies, or reporting the reason why they happened. Handling salary & wages calculations and payments.

- **BBS Cables PLC. [Executive]**
May 15, 2022 – May 09, 2025

Company Location: Dinajpur.

Department: Marketing Finance.

Duties/Responsibilities: Arrange payment of Suppliers bills. Prepare, check and entry of cash payment voucher. Maintaining petty cash. Maintaining accounts records including ledger, cash book, and cheque register and others. Ensure and filing of invoice challan, etc. Payment of expenses and advances. Statements are checked with ledger for accuracy at the end of every month. Prepare Inventory report & reconcile with register and physically. Other tasks as assigned by the supervisor.

- **TMSS - Primark Sustainable Cotton Programme (PSCP). [Executive]**
May 03, 2021 – May 14, 2022

Company Location: Pabna, Bangladesh

Department: TMSS ICT

Duties/Responsibilities: Conduct verification visits on farmers to assess whether they comply with the PSCP production. Develop clear, detailed and timely reports after verification visits. Through field visits, identify areas for improvement and specific capacity needs of farmers participating in the PSCP project. Carry out frequent travel to project locations during the growing and harvest season to conduct partner support visits and verification activities.

▪ **Eastern Bank PLC. [Trainee Assistant Officer]**

October 15, 2019 – March 31, 2021

Company Location : ZN Tower, House-02, Block-SW (I), Road-08, Gulshan 1, Dhaka 1212

Department: Retail & SME Banking

Duties/Responsibilities: Manage & Meeting sales matrix, target along with finding potential customers. Ability to sell consumer products like Deposits, Loans, Credit Cards and other relevant products.

▪ **Foodpeon Ltd. [Intern]**

September 15, 2018 – December 25, 2018

Company Location : Dhaka House 379, Road 6, Baridhara DOHS, Dhaka – 1206

Department: Accounts & CSR

Duties/Responsibilities: 1. Maintained daily Cash Book, General Ledger and other books of Accounts in software and written notes.

2. Prepared Daily Reports like Daily Cash Flow, Fund Position, Creditors Report and update daily to the management.

3. Prepared Monthly Budget/Cash Flow, Monthly Management Report (Operating Statement, Trial Balance, Balance Sheet, Others Statement) as per requirement for Management.

4. Preparation of payment schedule for monthly Salary & TA-DA to ensure disbursement to employees through cash/bank.

5. Maintain accounting documents and records.

6. Handle customer queries, resolve complaints and provide relevant product information in an efficient, professional and positive manner.

Education Background

Bachelor of Business Administration (BBA)

Institution : American International University-Bangladesh (AIUB)

Major : Accounting & Finance

C.G.P.A. : 3.06 out of 4.00

2019

Higher Secondary Certificate (HSC)

Institution : BIAM Model School & College, Bogra.

Department : Commerce

G.P.A. : 5.00 out of 5.00

Board : Rajshahi

2014

School Secondary Certificate (SSC)

Institution : Dupchanchia Pilot High School, Bogra.

Department : Science

G.P.A. : 3.88 out of 5.00

Board : Rajshahi

2012

Training Summary

Training Title	Topic	Institute	Location	Year	Duration
Diploma in Microfinance	Microfinance	TMSS Financial Management & Technology Institute (TFMTI)	Mahtab Center (2nd Floor), Bijoy Nagar Road, Dhaka	2019	6 Month

Extra-Curricular Activities

- Club Development Officer at AIUB Photography Club.
- Volunteer - Obhizatrik Foundation.

Leadership Skills

- Can divide the whole work properly and distribute according to the member ability.
- Can lead the group in professional way.
- Can work under pressure.
- Proven leadership skills and ability to motivate.
- Highly organized and efficient.
- Quick learner in changing environment.

Personal Details

Father's name	: Syed Sultan Shahjahan
Mother's name	: Mst. Nasrin Tahamina
Permanent Address	: Vill. Jogarpara; Post. Dupchachia; Thana. Kahalu; District. Bogra.
Date of Birth	: 15 th January, 1994
Nationality	: Bangladeshi (by birth)
Religion	: Islam
Gender	: Male
Marital Status	: Married
Blood Group	: B+ (ve)
NID No	: 2822332918

References

Sayed Eshtiak Akter
Scientific Officer
Bangladesh Institute of Nuclear Agriculture
BAU Campus, Mymensingh Sadar,
Mymensingh.
E-mail: eshti.2415@gmail.com
Mobile: +8801725-673211

M.A Matin
Sr. DGM
BBS Cables PLC.
Abdul Jabbar Road, Jaleswaritala,
Bogra
E-mail: matin@bbscables.com.bd
Mobile: +8801730-739263

Declaration

I, hereby, declare that each of the information stated above is true and any intentionally made mistake will result me in disqualification.

Yours Faithfully



Syed Azmain Nabil