

Contact Address

C/o Md. Sirajul Haque
DGM (Accounts)
Prime Group, Senakalyan Bhaban, 8th Floor
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Shaikh Mohammad Mahbubul Haque

Objective

Immediate: To seek opportunity in National/International or any financial institutions where I can get opportunity to utilize my knowledge in Accounts, Taxation, Finance, Administrative and Secretarial works to build a career as well as contribute to the organization.

Long-Term: Overall responsibilities of Finance, Accounts, Software Base Accounting System and Treasury management as well as Administrative management in any reputed organization.

Career summary

1. Sr. Executive Accounts (From 18 December 2013 to till now)
2. CMA: Level PL-1 (24 March 2014 to Continuing)

Employment History (Present):

Position: Sr. Executive Accounts
Company Name: Meghna Group of Industries
Company Address: House No: 15, Road No: 34, Gulshan-01, Dhaka-1212
Reporting to: Sr.AGM (Accounts), GM (Accounts) & CFO
Duration: from 18 December 2013 to till now

Details of duties & responsibilities:

- ✓ Calculation of LC Costing and input in the Accounting Software.
 - ✓ Raw Materials input the Accounting Software.
 - ✓ All Bill Input the Accounting Software by Receipt, Payment and Journal Voucher.
 - ✓ Calculation Raw Materials Consumption and input the Accounting Software.
 - ✓ Preparation of all kinds of Financial & Accounting.
 - ✓ Prepare financial reports.
 - ✓ Arrange payment of Suppliers bills.
 - ✓ Reconcile the inter-company transactions with other sister concern.
 - ✓ Monthly Bank Reconciliation Statements.
 - ✓ Prepare monthly collection & deposits statement.
 - ✓ Reconcile the Accounts Receivable & Accounts Payable Statement.
 - ✓ Bill input the accounting software.
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Professional profile

Name of Institute: The Institute of Cost Management Accountants
Location: ICMA Bhaban, Nilkhet, Dhaka-1205
Contract: Phone: 02-9615460, 02-9611799, 02-9615477, E-mail: icmab@accesstel.net
Capability: Preparation of all kinds of Financial & Accounting, Prepared Product Costing, Ensure the Inventory Management Control System, Evaluate policies-procedures and develop accounting system, internal control system, financial control, budgetary control.
Achievement: 400 Mark Pass Under ICMAB Registration No. 20141720
Duration: 24 March 2014 to Continuing

Education

Certificate	Subject	Passing Year	Institution	University/ Board	GPA/CGPA
MBA	Finance	2013	American International University-Bangladesh	University	3.50
BBA	Acc & Finance	2011	American International University-Bangladesh	University	3.04
HSC	Science	2006	Milestone College	Dhaka	4.50
SSC	Science	2004	Uttara High School.	Dhaka	4.25

Professional Development

Experience to Operate in Accounting Software:

Software Name:	Working Duration:	Working Place:
Tally ERP 9	Now I am Working	Meghna Group of industries.
Advanced ERP	Now I am Working	Meghna Group of industries.

Participate in Training & Workshop:

Training Title	Topic	Place	Arranged By	Year	Duration
Letter of Credit	LC Costing	MGI Head office	Foreign Trade, MGI	2014	1 day

Why me?

Because, I am a young enthusiastic, energetic, ambitious and result oriented person. Hardship cannot snail my footage. Punctuality, Dedication and Honesty are distinctions of mine

Personal details

Father's Name: Md. Sirajul Haque
Mother's Name: Monjuara Begum
Date of Birth: November 07, 1989
Permanent Address: House # 9, Alauddin Fakir Road, Banamala, Islampur, Tongi, Gazipur.
Religion: Islam.
Sex: Male.
Nationality: Bangladeshi.
NID no.: 3323021489386
Marital status: Married

References

Md. Kamrul Bari Assistant Professor Faculty of Business Administration American International University-Bangladesh Phone: 01614533290 Email: k.bari@aiub.edu	Md. lutfor Rahman Waqf inspector Ministry of Religious Affairs 142 araddar patty, paulbari road, jhalakati Phone: 01554326252 Email: lutfor_ujjal@yahoo.com
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Declaration

I, the undersigned certify that this personal resume correctly describes my experiences and myself.



(Shaikh Mohammad Mahbubul Haque)