

Imtiaj Selim Nahid

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Career Objectives

I want to be an effective member of a dynamic management team to contribute the team's achievement, in the process of my experience and expertise, overcome challenging situations, established good corporate culture as well as productivity increase efficiently and effectively.

Present Status

Accounts officer (Finance & Accounts) of Unifill Tex Group.

Nassa Height, Gulshan-01, Dhaka
From 9thFebruary 2019 to Till Now

Job Responsibilities

- Prepare Monthly, Quarterly & Yearly Financial Statement.
- Dealings with bank.
- Prepare bank reconciliation statement.
- Prepare Monthly Sales Statement.
- Check, monitor & record all the transactions of the factory & head office
- Prepare cash book, debit, credit, journal voucher & entry accounting record in the accounting software **tally ERP 9**.
- Follow up petty cash movement of factory & head office.
- Prepare monthly purchase, inventory & cash flow statement.
- Provide data to manager to prepare annual budget.
- Collect bills from procurement section, check the bills & process for approval & payment.
- Maintain all party Ledger.
- Updating the Accounts on a regular basis.
- Well documentation of all accounts & financial papers & documents of the company.
- Report to Manager.
- Any other responsibilities required by the management.

Status

Junior Assistant officer (Accounts) of Sense Corporation

12-13, Motijheel C/A (5th floor), Dhaka-1000
From 1st July 2018 to 31January2019

Job Responsibilities

- To Prepare Profit & Loss A/c of the Project.
- Adjustment advances of the Projects.
- Maintain details Party Ledger.
- To Prepare Debit, Credit & Journal voucher & posting it into Cash & Ledger Book.
- To Prepare Sales voucher.
- To Prepare Receipt & payment Statement by tally EPR-9.

Academic Qualification

North South University Dhaka

September 2013 - Dece 2018

Bachelor of Business Administration Major- Accounting & Finance

CGPA:2.59/4.00

Siddeshwari College, Dhaka

July 2010 - July 2012

Higher Secondary Certificate Concentration in Business Studies

GPA: 3.80/5.00

Chhayani High School, Begunonj, Noakhali

Jan 2005 - May 2010

Secondary school certificate concentration in science

GPA: 4.50/5.00

Extra Academic Activities

Youth Development Training Academy

Duration: July 18 to December 18
Computer Operations

Computer Literacy

I have successfully worked the following Course and Programs

- » Accounting Software
TALLY ERP9
- » MS-Office Application
MS Word, MS Excel

Activities

Active Member

Cultural Club of (NSU)

- # working quickly and efficiently with little supervision while working for the club.
- # Accepting feedback & taking constructive criticism well and trying to improve the quality of the work.

Senior Member

Social Service Club of (NSU)

- # organize winter cloth distribution campaigns
- # developing and maintain good relationships with other members of the club.

Language # Mother Language (BANGOLI)
 # International Language (ENGLISH)

Skills & Abilities

Technical

- Product cost Analysis: Make new product and per unit product cost analysis.
- Can tweak Hardware and can Solve Basic Hardware Problems.

Analytical

- Cost and Budget Analysis prepared for Products, Media and TVC.
- Different ratio analysis (ROA) (ROE) (EPS) (OP) (NPM) (TIE).
- Financial Statement Analysis / Industry Analysis.

Communication

- Negotiator successfully negotiated profitable business deal with the respective clients of Unifilltex Group and Sense Corporation.

Training

Attended Professional Skills Development Program (PSDP) arranged by Career and Placement Center NORTH SOUTH University (Spring 2017) **Studies Included:** Self-Assessment, Networking, Occupational and Company Research, Communication Skills, Work Ethics, Current Occupational and Workplace Trends, Office System Procedure, Individual portfolio development, Interview preparation.

Personal Information

Father's Name : Md. Selim Uddin.
Mother's Name : Jannatul Fardows.
Permanent Address : House # 2/8, Block #D, Lalmatia, Thana- Mohammadpur, City- Dhaka.
Date of Birth : 31/12/1993
Religious Status : Islam.
Nationality : Bangladeshi (By Birth).
Marital Status : Unmarried.
Height : 5'11"
Hobby : Travelling & Reading Book.
Weight : 80 kgs.

Reference

01. Newaz Sharif Nike
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NSN Traders
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02. Azreen Bin Abdulla
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Signature