

Applied For: **IT Executive (Sylhet)**

Last Updated : **November 2, 2017**

## **A.K.M. KAMRUL HASAN**

Address: Ali Ashraf House, Rd-1, Lane-5, A Block, Halishahar, Chittagong.  
Office Phone : 01713172854  
Mobile : 01819868085  
email: akmkhasanbd@gmail.com, sumonscb.111@gmail.com



### **Career Objective:**

Obtain a position at any Company where I can maximize its wealth by using my management skills, quality assurance, program development, and training experience.

### **Career Summary:**

Always believe in own capacity to be the best outcome through patience to continual improvement of quality.

### **Special Qualification:**

fond to work with, for and by team..

### **Employment History:**

**Total Year of Experience : 7.6 Year(s)**

#### **1. Assistant Manager ( March 1, 2014 - Continuing )**

##### **Provita Group Ltd**

Company Location : Corporate Office, Progressive Tower, Chittagong.

Department: Accounts, Purchase and Distribution

##### **Duties/Responsibilities:**

Issue purchase order and monitor smooth purchase and distribution.

Monitor imported goods (chemical, Maize, Soyabean and others), smooth unload from port, arrange vehicle to send different factory and keeping proper record and reconciliation.

Assist the Manager with the preparation, consolidation and review of quarterly and annual budgeting processes and plans for the entity.

Supervise the analysis, summarization and maintenance of general ledger accounts and develop the chart of accounts for the entity.

Oversee the daily operations of the function including review of all payments, processing related to suppliers and maintenance of payment records and fixed asset register.

Provide guidance to direct reporting staff in the development, analysis and preparation of reports in line with the established policies and procedures, review accounting reports for accuracy and completeness.

Oversee and manage monthly payroll administration activities to ensure that all payroll transactions and deductions are properly accounted for.

Manage inventories and Check cash book, ledger, bills/ invoices and vouchers on daily basis

Maintain and update ERP records timely and provide support in all other departmental activities  
Analyzing variances; initiating corrective actions.  
Confirms financial status by monitoring revenue and expenses; coordinating the collection, consolidation, and evaluation of financial data; preparing special reports.  
Prepares balance sheets, profit and loss statements, and other financial reports, analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses.  
Maintaining financial records in accordance with GAAP and organizational standards.  
Ensures timely payments of vendor invoices and expense vouchers and maintains accurate records and control reports.  
Working with internal staff (purchasers) and external vendors and suppliers to clarify differences and reconcile conflicts.  
Prepares purchase orders, invoices, receipts, debits, credits and adjustments.  
Coordinating, facilitating and resolving all taxing authority inquiries and audits, Keeping up to date with and advising others of organization-related tax regulations at the country and local levels.  
Take any other assignment of the concerned section given by Manager/CFO /MD/ Chairman.

## 2. **Officer Finance & Accounts & Asstt. Incharge (Outlet) ( April 1, 2011 - February 28, 2014)**

### **Rahimafrooz Bangladesh**

Company Location : Dhaka

Department: Operation & Admin

#### **Duties/Responsibilities:**

- Plan forecast, report on sales, cost & business performance, plan & implement advertising & promotional strategy & activities.
- Assist outlet manager & area manager in developing business strategies for retail operations.
- Monitor customer traffic flow to maximize sales, customer satisfaction, appearance, image & comfort for customer treating as guest.
- Handle costs & overheads & all factors affecting the profitable performance of outlet.
- Seek & continuously develop knowledge & information about competitor activities, pricing & tactics & communicate this to relevant top management in the company.
- Negotiate HO HR & Accounts team for staff various issues & supplier payment related complain.
- Coach & monitor staff & customer awareness, safety & security, personal hygiene, G4s cash service for sales cash deposit, Vigilance team for theft issue in store, G4s guard for premises outside safety.
- Raise purchase order (PR), goods receipt note(GRN), & manage store to store stock transfer, stock returns etc through SAP system.
- Manage & monitor Wincor (POS systems) & customer Loyalty card issue as & when necessary.

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Accounting & Information System	University of Chittagong	CGPA:2.77 out of 4	2004	2002-2004
BBA	Accounting & Information System	University of Chittagong	CGPA:3.07 out of 4	2002	1998-2002(EXAM HELD- 2006)
HSC	Commerce	Noakhali Govt. College.	Second Division, Marks :58.9%	1998	1996-1998
SSC	SCIENCE	PAN PARA HIGH SCHOOL	First Division, Marks :66.9%	1996	1985-1996

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
excellent customer service and different leadership training	Different Customer Service improvement techniques	Sensei international	Bangladesh	Dhaka	2010	2 months.
Credit Risk assessment and anti money laundering measures	to find out risk hindered behind different investment request.	standard chartered bank	bangladesh	chittagong	2009	7 days

#### **Professional Qualification:**

Certification	Institute	Location	From	To
ICMA part-2 (study)	Institute of Cost and Management Accountant of Bangladesh	Chittagong	January 1, 2014	July 31, 2015
Intensive Training on Operation & admin Management	Rahimafrooz Superstores Ltd	Dhaka	April 1, 2010	April 30, 2010

#### **Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Present Salary : Tk. 38000  
 Expected Salary : Tk. 30,000  
 Preferred Job Category : Accounting/Finance, Commercial/Supply Chain  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Country : China, Germany, Japan, United Kingdom, United States, Australia, British Virgin Islands, Central African Republic, France, Hong Kong  
 Preferred Organization Types : Banks, Insurance, Leasing, Investment/Merchant Banking, Telecommunication, Govt./ Semi Govt./ Autonomous body, NGO, Trading or Export/Import, Shipping, Multinational Companies, Direct Selling/Marketing Service Company, Group of Companies

#### **Language Proficiency:**

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High
Hindi	High	High	High

#### **Personal Details :**

Father's Name : MD. MOFAZZAL HOSSAIN  
 Mother's Name : JAHANARA BEGUM  
 Date of Birth : January 1, 1981  
 Gender : Male  
 Marital Status : Married  
 Nationality : Bangladeshi  
 Religion : Islam

Permanent Address : MUSLIM BHATER BARI,P.O.-PANPARA,P.S.-RAMGONJ,DIST.-LAXMIPUR.  
Current Location : Chattogram

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Mr. Sukanta Chakrabarty	Md. Ismail Hossain
Organization	: Standard Chartered Bank	The Trust Bank Ltd
Designation	: Manager Operation & Credit Admin.	Manager Operation & Credit Admin.
Address	: Ispahani Building.Agrabad, Chittagong	Khatungong Br. Ctg.
Phone (Off.)	: 01713-120963	01755-552687
Phone (Res.)	: 01554340786	01755-552687
Mobile	: 01554340786	01755-552687
EMail	:	
Relation	: Professional	Academic