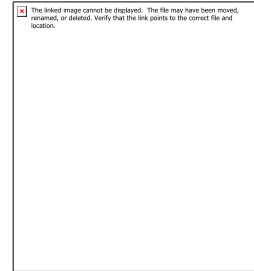


Applied For: **IT Executive (Sylhet)**

Last Updated : **September 30, 2018**

A.T.M ISRAT

Address: 86 R/A Kuarpur, Sylhet
Mobile : +8801770131032
email: abutahermdisrat86@gmail.com



Career Objective:

Accountant With 3+ Year of working experience.To employ my knowledge and with the intention of securing a professional career with opportunity for challenges and career advancement while gaining knowledge of new skills and expertise

Career Summary:

Accountant with 3+ year effectively maintaining accurate accounting information for large-scale financial organization. Highly analytical,

Special Qualification:

Extensive knowledge of software program and also Ms excel

Employment History:

Total Year of Experience : 2.9 Year(s)

1. Account Assistant (July 2, 2018 - Continuing)

Rahimafrooz Super Store LTD

Company Location : Shubid-bazar

Department: Finance

Duties/Responsibilities:

- Collecting daily cash sales & deposit to the bank
- Preparing report on sales made through credit card sales & sending to appropriate authority
- Checking of GRN & sending to head office accounts
- Maintaining petty cash fund & ensure fund available for teal
- Maintaining VAT register at the outlet and provide necessary information to head office account as and when required
- Preparing report on cash variance , gift vouchers , sales and sending to head office
- Submitting outlet VAT monthly & answer to customer enquiry
- Handle customer complaints for cash & card related issues
- Monitor direct purchase at the respective outlet
- All SAP tasks per authorizes
- To ensure transaction with customer accurately using WINCOR POS System
- Train newly recruited Cashiers and accounts personnel on outlet accounts operation.

2. **Accountant (August 1, 2016 - June 30, 2018)**

Brick Lane Restaurant

Company Location : Zinda Bazar

Department: Accounts

3. **Assistant Account Officer (June 1, 2015 - January 31, 2016)**

S.R Capital

Company Location : sylhet

Department: account

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters of Business Administration (MBA)	Finance & Banking	North East University Bangladesh	CGPA:3.22 out of 4	2016	1
Bachelor of Business Administration (BBA)	Finance and Banking	North East University Bangladesh	CGPA:3.38 out of 4	2014	4
HSC	Commerce	Modon Mohon College Sylhet	CGPA:3.7 out of 5	2010	2Year
SSC	Commerce	Police Line High School, Sylhet	CGPA:3.56 out of 5	2008	-

Career and Application Information:

Looking For : Entry Level Job
Available For : Full Time
Expected Salary : Tk. 17,000
Preferred Job Category : Bank/Non-Bank Fin. Institution
Preferred District : Anywhere in Bangladesh.
Preferred Organization Types :

Language Proficiency:

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	Medium	Medium	Medium

Personal Details :

Father's Name : Late A.T.M.A Mukith
Mother's Name : Suriya Yesmin
Date of Birth : May 21, 1992
Gender : Male
Marital Status : Single
Nationality : Bangladeshi
Religion : Islam
Permanent Address : As Above

Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Nashid Akter	Abu Taleb Murad
Organization	: Aloha Bangladesh , Sylhet	National Heart Foundation Sylhet
Designation	: Co-ordinator	Publicity Secretary
Address	: 86, kuar-par Sylhet	86,Kuarpar A/R Sylhet.3100
Phone (Off.)	: 01746358616	
Phone (Res.)	:	716390
Mobile	: 01753215212	01711587322
EMail	:	
Relation	: Relative	Relative